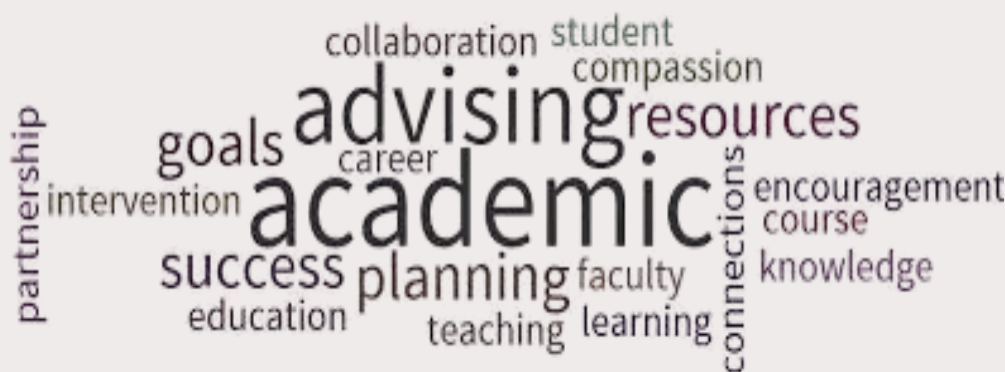


# NEWSLETTER

We are pleased to present our inaugural annual newsletter. This edition highlights the various initiatives our academic advising team has implemented to improve educational experience for our students. Within these pages, you will find detailed information about the new programs and administrative improvements we have introduced to streamline academic processes and better serve our student body. This newsletter serves as part of our ongoing commitment to transparency and collaboration with our academic community. We believe that by keeping you informed about these developments, we can work together more effectively to support our students' academic journey and institutional goals.



**FORMAN CHRISTIAN COLLEGE**  
(A CHARTERED UNIVERSITY)



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*Dr. Gloria Calib,  
Associate Vice Rector*

## MESSAGE FROM ASSOCIATE VICE RECTOR

It is with sincere appreciation that I acknowledge the continued efforts of the Academic Advising Center in advancing student success at FCCU. The initiatives highlighted in this newsletter reflect the Center's unwavering commitment to providing structured, student-centered academic guidance that is responsive to the evolving needs of our diverse student body. From navigating complex advising processes to delivering timely, compassionate interventions, the team has demonstrated strategic foresight, operational excellence, and a deep sense of care. Their work is instrumental in fostering a culture of academic support and accountability, offering hope and tangible pathways to students who may otherwise struggle to complete their degrees in a timely and successful manner. I commend the entire team for their dedication under the capable leadership of Dr. Anam Muzamill, and I look forward to the continued strengthening of advising services as a vital pillar of our academic framework at Forman Christian College

## MESSAGE FROM HEAD



*Dr. Anam Muzamill,  
Head of Academic  
Advising Center*

I joined the Academic Advising Center in May 2022 and, as Head, I lead a dedicated team focused on guiding students through their academic journeys. From orientation to graduation, we work to ensure that every student receives the support, resources, and personalized advice they need to succeed. As I earnestly reflect on my three-year journey, I would like to share some of the most valuable lessons I have learned regarding student success. I met some of the most incredible students with sky-high aspirations and bold ambitions, as well as students who were struggling to set clear goals and lacked motivation. Each year came with its unique challenges. In 2022, we continued to see the impact of COVID-19 on the academic journeys of students, with families losing their businesses and loved ones and finding it hard to keep it together. Several students had to take up jobs, support families through struggling businesses, and became primary caregivers for their families. In 2023, a surge was seen in financial hardship and difficulties students faced in keeping a work-life balance. In 2024, medical issues and health challenges appeared to significantly affect our student body as they dealt with rising health concerns alongside their academic responsibilities. As Head of the Academic Advising Center and as a faculty member, my goal is to provide continuous, holistic, and outcome-oriented support to students through these challenges.



## MEET THE TEAM



**Ms. Attia M Khokhar** has been serving at Forman Christian College since 2011 and joined the department as a Student Academic Support Officer in 2019. Her key responsibilities include reporting on non-registered students after each registration period and add/drop phase for Fall and Spring terms, with the purpose of reaching out to students who were unable to register for their respective semesters. Throughout the year, she manages multiple ongoing tasks including major/minor declarations, petitions for credit overload, handling at-risk student cases involving probation and suspension, monitoring academic alerts, and managing advising emails.

**Mr. Ilyasib Yaqub** has been a vital part of the Academic Advising at FCCU since 2016. As the most senior team member in terms of experience, Mr. Ilyasib brings a wealth of knowledge and leadership to the center's day-to-day operations. Currently serving as a Student Success Advisor, he plays a pivotal role in ensuring that both academic and non-academic student issues are addressed efficiently, with the goal of helping students graduate within the expected timelines. His responsibilities span a wide range of functions, including problem-solving, administrative coordination, and hands-on student support. In addition to his advising duties, Mr. Yaqub is instrumental in overseeing the successful execution of all AAC-assigned tasks.



**Ms. Maryam Kabir** has been an integral part of the Academic Advising Center at FCCU since 2019, serving as a Student Academic Support Officer. Her background knowledge has equipped her with a strong foundation in administrative coordination, student support services, and academic operations, all of which have greatly enhanced the effectiveness of the advising initiatives. Among her many contributions, she is particularly noted for leading and managing various components of the Freshman Experience throughout the academic year, consistently demonstrating a proactive attitude and strong sense of responsibility.

**Mr. Hamaad Yousaf** joined the Academic Advising Center in June 2024, bringing extensive expertise in data analytics. His experience in data analysis strengthens the center's capability to make data-driven decisions that enhance student advising services and outcomes. Since joining, Mr. Hamaad has handled numerous critical cases at the Academic Advising Center, supporting students through comprehensive academic planning and providing guidance to parents beyond his regular responsibilities. His dedication and attention to detail make him an invaluable asset to the team.



*Are You on Track?*  
Schedule an advising appointment



*Advising Team with Head of Faculty Advising and Rector during Annual Advising Fair.*

### ANNUAL ADVISING FAIR

Academic Advising Center (AAC) participated in the **annual advising fair** February 2024 and 2025. The AAC staff provided one-on-one consultations to students and faculty; helped students develop academic plans aligned with career goals; addressed questions regarding graduation requirements and distributed resources to students. AAC recorded nearly 100 visits and one-to-one interactions at the student advising desk. Academic

### DEGREE TENURE ASSESSMENT & DEGREE TENURE EXTENSIONS

AAC anticipated actively in meetings and aided students regarding their degree tenure. Reached out **1000 +** students who were nearing their degree tenure completion and proactively advised them for course registration and to complete their degrees within the given tenure between July 2023 - June 2025. Prepared “Degree Tenure Assessment” template for convenient and time-saving assessment of degree tenure advising.



*Student consultation with Academic Advising team regarding degree checklist requirements at the Academic Advising Center*



*Academic Support team members engage with students during an advising consultation*





## An advisory legend for tracking degree tenure milestones

ADMISSION YEAR	STUDENT ID PREFIX	DEGREE TENURE MILESTONE	ADVISORY TYPE & DESCRIPTION	ADVISORY DATE
2016-2017	20	Policy Notification	Degree Tenure Policy Communication Email notification regarding provisional timeline for degree completion	July 7, 2023
2017-2018	21	6th Year Alert	Alert & Advisory at End of 6th Year For potential extension cases only	July 7, 2023
2018-2019	22 & 221	6th Year Alert	Alert & Advisory at End of 6th Year For potential extension cases only	May 24, 2024
		Additional Advisory	Follow-up Advisory Session Continued guidance for degree completion	May 24, 2024
2019-2020	231	5th Year Alert	Alert & Advisory at End of 5th Year Standard timeline advisory checkpoint	May 29, 2024
		6th Year Alert	Alert & Advisory at End of 6th Year For potential extension cases only	May 18, 2025
2020-2021	241	5th Year Alert	Alert & Advisory at End of 5th Year Standard timeline advisory checkpoint	May 18, 2025
		6th Year Alert	Alert & Advisory at End of 6th Year For potential extension cases only	To be determined

### Seniors are strongly advised to

1. Visit the link of the degree audit checklist page on the advising center webpage: <https://www.fccollege.edu.pk/degree-audit-checklists/>
2. Fill out the relevant checklist (*according to your Catalog Year*) and make sure to write the grades correctly against the courses on the checklist. Do not leave any section blank. Please note courses with I grades will not be counted towards degree requirements.
3. **Once the checklist is filled, please take the checklist to your advisor and have it reviewed by the advisor.**
4. Additionally, you should check your transcript thoroughly to ensure there is no breach of academic policies (which may include the credits of a course that you have repeated are counted twice; have repeated a course where the current grade is above D/D+; have taken a cross-listed and its allied course as well, have taken the same course twice mistakenly as well)
5. Once you complete the self-assessment and advisor review. You can either obtain your advisor's signature and comments on printed/filled checklist and submit on the below mentioned email address or your advisor can directly email the e-copy of the checklist after reviewing requirements on: [degreechecklist@fccollege.edu.pk](mailto:degreechecklist@fccollege.edu.pk)
6. Please note checklists without advisor's review/endorsement will not be acceptable.
7. Once checklists are received on the above email address, Academic Advising Center will begin their review process and may contact you in case of any questions.

### REVISED SOPS FOR PRE-LIMINARY DEGREE AUDIT CHECKLIST

While AAC continues to provide support through in-person interactions at the Academic Advising Center regarding graduation requirements, SOPs regarding formal checklist submission were introduced for documenting and verifying graduation requirements. AAC has processed over 500 + self-audit checklists for senior students since April 2024.

## ACADEMIC ALERT REVIEW

637 students have been contacted in relation to the academic alert issued by faculty. The review and track system of academic alerts enables the advising center to plan early interventions; connect students to faculty for clarity regarding course expectations and propose solutions to minimize the academic loss.

## TARGETED SUPPORT FOR STUDENTS FACING ACADEMIC CHALLENGES

The Advising Center reviews academic performance after every semester based on guidelines of good academic standing. The review includes a comprehensive analysis of student performance, identification of At-Risk students, arranging meeting and consultation sessions for students with aca-

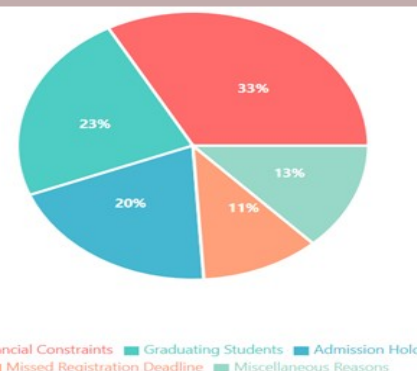
demie difficulties and providing a roadmap for future. The academic team also helps students to navigate the relevant resources, prepare effective personal statements, and guide them in making responsible academic choices.



*Family Issues and Medical Issues are the leading causes of low academic performance among probation students in Fall 2024*

## REACHING OUT TO NON-REGISTERED STUDENTS

AAC reviews the registration status of students after course registration & add/drop period ends and reaches out to the students who have not been able to register on time. This process helps identify the causes of unconfirmed enrollments and offers targeted guidance to students, supporting timely degree completion. The academic advising center reached out to 1561 students who did not register after Spring 2024 and Fall 2024 registrations.



*33% of students cited financial constraints as a primary barrier to course registration. 23% reported that they are graduating and therefore do not need to enroll in additional courses. 20% indicated they are currently on admission hold. 11% mentioned missing the course registration dead-*

## ASSISTING WITH CREDIT ENROLMENT PLANNING AND CREDIT OVERLOAD APPLI- CATION



Managing and supervising the petitions for credit overload is very crucial to student graduation rate. Business holds and financial constraints impact on student's ability to register on time. AAC staff reviewed 1399 ap-

plications between November 2023 – July 2024 for credit overload. The staff members carefully vetted student applications and transcripts to help them graduate on time. The team extended their support by helping students with roadmap revisions, credit enrollment plan, course selection and course registration by connecting with the academic services office.

Term	No. of petitions reviewed	No. of petitions approved	No. of petitions denied/ Undermined
Spring 2024	501	423 (84.43%)	78 (15.5 %)
Summer 2024	248	193 (77.8 %)	55 (22.1 %)
Fall 2024	470	331 (70.42 %)	139 (29.57 %)

## SUPERVISING MAJOR DECLARATION PROCESS

Spring 2024 & Fall 2024: Supervised major declaration process to help students declare their major before course registration. The department sent the major declaration reports to help them plan their course offering and advisor workload; major advisors updated against each student account.


 Registration Cycle	 Students Declared Major
Spring 2024	184
Fall 2024	461
Spring 2025	240
<b>Total (Spring 2024–Spring 2025)</b>	<b>885</b>

### FRESHMEN SUPPORT & DEVELOPMENT


The academic advising center provides continuous support for successful integration of freshmen student body in the university. The freshmen experience program, which includes an exclusive credit-bearing course for freshmen, social events and student services seminars, helps integration of freshmen class into university life; contributes to the development of freshmen and positively impacts our student retention rate.

### ORGANIZING GENDER MEETINGS FOR FRESHMEN


Dr Anam Muzamill, Head of Academic Advising Center, collaborated with the psychology department, vice rector office and chief student affairs officer to organize gender meetings for 2000 + Fall 2023 to Spring 2025 freshmen. "Gender Talk" is a very important feature of freshmen program, the sessions with experts are organized to discuss the issues and choices the students need to make on a coed campus, these talks help to initiate a dialog about the responsible choices and awareness of policy related to sexual harassment on campus.





## Gender Talks 2025

 **Gender Talks for Freshmen**  
Initiate Dialogue. Raise Awareness. Promote Respect.

The Advising Center proudly presents Gender Talks—a signature feature of the freshmen program. These sessions foster campus-wide understanding, create safe spaces for dialogue, and educate students about the university's sexual harassment policy.

 **Student Attendance**  
Attendance is mandatory for all freshmen. Biometric machines will be placed at the venue to record participation.

 **Faculty Participation**  
Sessions are scheduled during UNIV 100 class timings to prevent scheduling conflicts. Faculty are required to attend Gender Talks alongside their students. Kindly ensure students are not left unsupervised.

 **Resource Persons**  
Our speakers from the Department of Psychology include:  
Ms. Aisha Ateeq and Dr. Abia Nazim – sessions for female students  
Dr. Ivan Suneel Samuels – session for male students

**Freshmen Support**  
Academic Advising Center



## **FACULTY TRAINING FOR UNIV 100 & FRESHMEN ADVISING**

The head of the academic advising center updated UNIV 100 course material and organized faculty training session regarding the course and freshmen advising. The updated course material included additional readings, a statement of common purpose for each module and suggestions related to rubrics.



UNIV 100 and Freshmen Advising Workshop (January 2023)

*“Behind Every Student Success Story is a Staff Member who championed for that Student”*

## **FORMAN EXPERIENCE –FRESHMEN PROGRAM**

AAC provided continuous support to ensure the integration of new students in university life and promote the collegial ethos during its communication with new students.



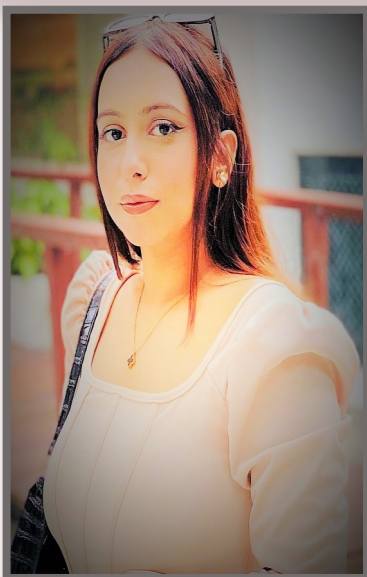
*Freshmen Experience through the years*





## STUDENT TESTIMONIALS

"During the early stages of my academic journey, I faced challenges with my performance. However, thanks to timely intervention from the academic advising center, I was able to get back on track. I have maintained regular check-ins with the advising center regarding my progress and have successfully fulfilled all graduation requirements." **Sharoon Suleman, Statistics Major**



"I was formerly a Pharmacy major, but had always been keen to pursue Applied Psychology. While the decision felt clear to me personally, I needed guidance about how changing programs would impact my graduation timeline. The Academic Advising Center provided thorough guidance on the program change process and its implications. They helped me understand how my Pharmacy credits would transfer internally and walked me through the graduation requirements for Applied Psychology. The Advising Center staff was also kind enough to help my parents understand the change and its implications." **Munazza Ahmed, Psychology Major**

"After FCCU revised its A-level transfer credit policy, significant confusion and anxiety spread among students. I visited the Academic Advising Center with questions about these revisions. The Advising Center staff clearly explained the policy changes and helped me understand their specific impact on my graduation requirements." **Iqra Panezai, Sociology Major**



## STUDENT TESTIMONIALS

“Coming from a relatively underdeveloped background, stepping into Forman Christian College University felt both exciting and overwhelming. I was unfamiliar with the academic system and unsure about how to navigate my degree. The Academic Advising Center, especially Ms. Maryam Kabir, played a vital role in helping me find direction. From managing my course schedules to building a long-term academic roadmap, their consistent support has been invaluable. I’m truly grateful for their guidance and commitment throughout my journey toward graduation.” **Nisar Khan, Computer Science Major**



“As a transfer student with a particularly complicated case, I was really stressed about how things would work out. I was overwhelmed by the process, but the Advising Center went above and beyond—they took the time to understand every detail, guided me step by step, and followed up consistently to make sure nothing was missed. Thanks to their dedication, everything was resolved just in time. The FCCU Advising Center is incredibly resourceful and committed to student success and resolving their issues with patience and professionalism. I highly encourage all students to reach out to them—you’ll be in great hands.” **Attira Manzoor, Applied Psychology Major**

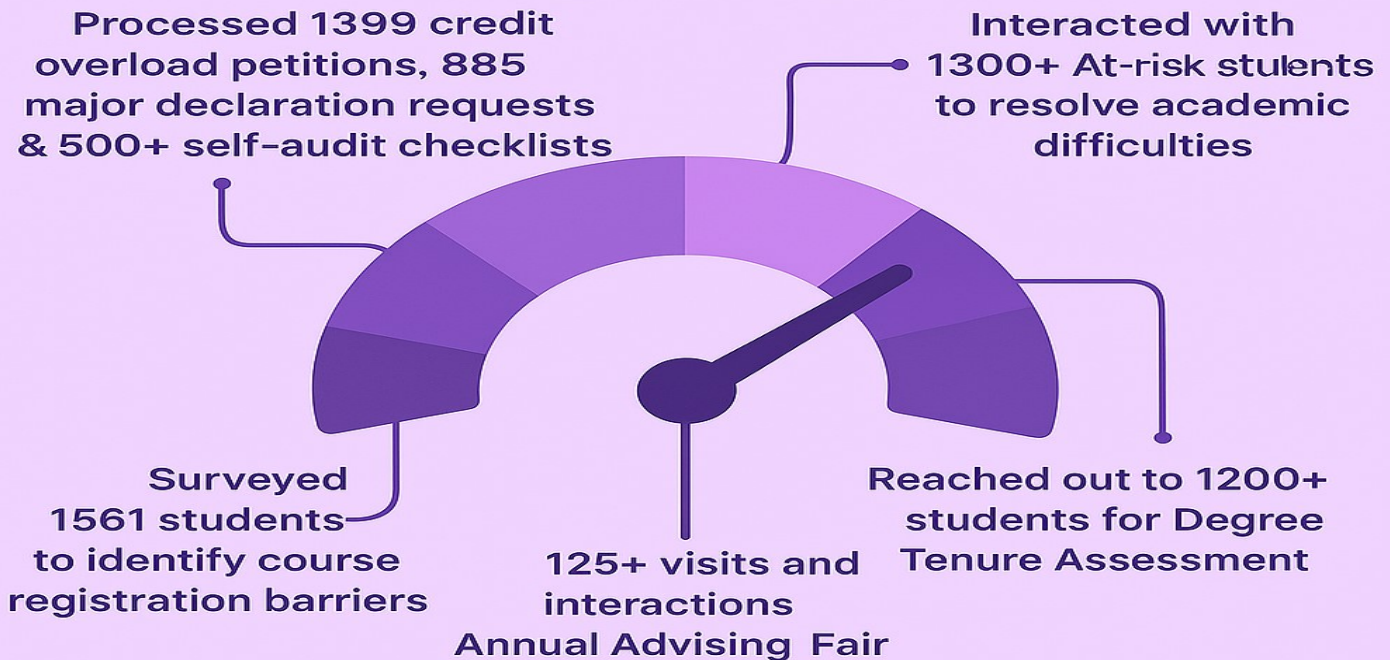
“I have been visiting the Academic Advising Centre for the last two years and I am truly impressed by their commitment and support towards the students. Their expert advice and guidance has been invaluable in helping me selecting the courses and career path with confidence.” **Maryam Rasheed, Applied Psychology**



“The Advising Center is very efficient in its goals in helping their students reach their potential by alleviating hurdles. When I came to Forman Christian College, I struggled with my grades as the major I chose didn’t fit well with my capabilities. Ms. Maryam Kabir helped me navigate through a very difficult time, when I was suspended due to below good academic standing.. She encouraged me to change my major to Sociology in which I successfully achieved a GPA of 3.7.” **Maheen Abid, Sociology Major**



# ADVISING CENTER IMPACT METER 2023–2025



## FACULTY VOICES



*"Every student is the captain of their own ship, set your path, set your sails and navigate with confidence towards success." Dr Seemal Jillani*

*"Advising Center continues to provide that steady support that helps students find their footing and flourish." Dr. Saqib Saleem*

*"Strong advisor-advisee connection helps students find direction, build confidence, and stay aligned with their long-term goals." Dr. Laiba Arshad*

*"I view academic advising at FCCU as a valuable opportunity to mentor students with clarity, purpose, and clearly defined boundaries" Ms. Muneeza Mirza*

*Being a Formanite myself, I see this role as a meaningful opportunity to give back and support students" Mr. Nazeef Ishtiaq*