

| WHERE TO GO FOR ASSISTANCE | | |
|------------------------------------|---|---|
| QUESTIONS REGARDING | DEPARTMENT LOCATION | PHONE AND EMAIL |
| Academic Advising | Academic Program Office | |
| ADA Accommodations | Counseling Center Henry Hall Annex | 735-4845 |
| Add/Drop Change Courses | Webportal.chaminade.edu | |
| Address Changes | Records Office Ching Hall 13 | 735-4722 Webadvisor.chaminade.edu -or- records@chaminade.edu |
| Admissions | Graduate Services Kieffer Hall 1 | 739-4669 gradserv@chaminade.edu |
| Books, Supplies | Bookstore Tredtin Hall | 735-4798 |
| Bus Pass | Bookstore Tredtin Hall | 735-4798 |
| Calendar of Events | www.chaminade.edu | |
| Campus Ministry & Mass Schedule | Campus Ministry Ching Hall 102 | 440-4226 kstone@chaminade.edu |
| Counseling, Personal | Counseling Center Henry Hall Annex | 735-4845 |
| Computer Access | Computer Lab Sullivan Family Library | 735-4855 library@chaminade.edu |
| Copy Center | Tredtin Hall | 735-4799 |
| Employment | Career Services Student Support Services | 735-4787 www.chaminade.edu/careers |
| Fax Services | Bookstore Tredtin Hall | 735-4798 |
| Financial Aid | Financial Aid Office Ching Hall 11 | 735-4780 finaid@chaminade.edu |
| Graduate Study | Graduate Services Kieffer Hall 1 | 739-4663 gradserv@chaminade.edu |
| Graduation | Academic Program Office | |
| Health Insurance | SSS Coordinator Student Support Services | 735-4733 sheela.menon@chaminade.edu |
| Identification Cards | Dean of Students Office Henry Hall 223 | 735-4710 khazlett@chaminade.edu |
| Immunization Requirements | Student Support Services | 735-4733 sheela.menon@chaminade.edu |
| International Students/INS | Enrollment Specialist Ching Hall 12 | 739-4655 |

| WHERE TO GO FOR ASSISTANCE | | |
|--------------------------------------|---|--|
| QUESTIONS REGARDING | DEPARTMENT LOCATION | PHONE AND EMAIL |
| Job Listings | Career Services | 735-4733 sheela.menon@chaminade.edu |
| Loans, Scholarships, Grants | Financial Aid Ching Hall 11 | 735-4780 finaid@chaminade.edu |
| Lost and Found | Security Henry Annex | 735-4792 |
| Mail Services | Mail Room Tredtin Hall | 735-4823 |
| Name Change | Records Office Ching Hall | 735-4722 records@chaminade.edu |
| Parking Violation Appeals | Dean of Students Henry Hall | 735-4710 khazlett@chaminade.edu |
| Parking Violations | Security Henry Annex | 735-4792 |
| Paychecks for Students | Business Office Ching Hall | 735-4756 mtakiguc@chaminade.edu |
| Records and Transcripts | Records Office Ching Hall | 735-4722 records@chaminade.edu |
| Recreational Sports | Student Activities & Leadership Ching Hall | 739-4688 aloyd@chaminade.edu |
| Student Schedule | webportal.chaminade.edu | |
| Security | Security Henry Annex | 735-4792 |
| Service Learning | Service Learning Office Ching Hall | 735-4895 csakuda@chaminade.edu |
| Support Groups | Counseling Center Henry Annex | 735-4845 |
| Visitor's Parking Pass for Campus | Campus Receptionist in Ching Hall or Security in Henry Annex. | 735-4711 735-4792 |
| Volunteerism | Campus Ministry Ching Hall | 440-4226 kstone@chaminade.edu |
| Withdrawal from a Class | Academic Program Office | |
| Withdrawal from the University | Kieffer Hall | 739-4669 gradserv@chaminade.edu |

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ACADEMIC PROGRAM OFFICE AND GRADUATE SERVICES

Graduate Services, located in Kieffer Hall, is the central point of contact for questions and/or concerns that apply to all graduate programs. Chaminade offers six graduate programs:

- Master of Business Administration (MBA): designed to meet the needs of individuals in business preparing for increased executive responsibility.
Kieffer Hall mba@chaminade.edu **739-4612**
- Master of Education (MED): prepares post-baccalaureate students for licensure in Early Childhood Education, Elementary Education, Secondary Education, and Special Education.
Brogan Hall med@chaminade.edu **739-4652**
- Master of Science in Criminal Justice Administration (MSCJA): prepares graduates for managerial, research, and related positions throughout the criminal justice system.
Behavioral Science mscp@chaminade.edu **735-4703**
- Master of Science in Counseling Psychology (MSCP): designed to develop human services specialists capable of performing roles in assisting children, youth, and adults in adapting to various educational and organizational settings.
Behavioral Science mscp@chaminade.edu **735-4751**
- Master of Pastoral Theology (MPT) / Master of Arts in Pastoral Leadership (MAPL): prepares professional leaders in pastoral organizations with an interdisciplinary curriculum.
Henry Hall mpt@chaminade.edu **739-8536**
- Master of Science in Forensic Sciences (MSFS): with Hawaii's year-round indoor/outdoor lab, this program is developed to prepare graduates for the growing career possibilities in Forensic Sciences such as Criminalistics, Crime Scene Investigation, Document Examination, DNA Analysis, Toxicology and more.
Castle Science Center msfs@chaminade.edu **440-4209**

Still have questions? Contact us via email:
gradserv@chaminade.edu -or- phone: 739-4663 -or- visit our web pages at: www.chaminade.edu/admissions/grad/.

A LETTER FROM THE PRESIDENT

Dear Student:

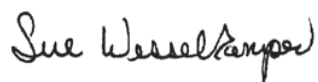
I would like to welcome our new and returning students to Chaminade University!

Here you are part of an `ohana: — a community of students, faculty, and staff. It is an `ohana that values and supports your intellectual, social, physical, and spiritual development.

This development occurs through our relationships with one another. The Student Handbook describes the resources and the policies of Chaminade University. It is a guide to help you get the most from your experience here.

I encourage you to become fully involved with our programs and activities and I wish you every success as a student here.

Aloha,



Mary (Sue) Wesselkamper

President

Chaminade University of Honolulu

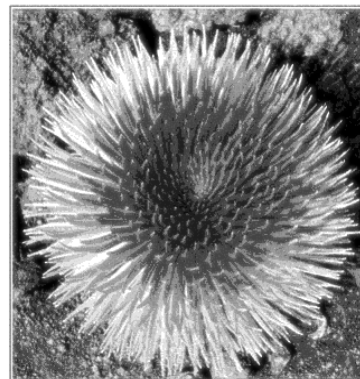


THE UNIVERSITY LOGO



The logo depicts the Chapel of the Mystical Rose Oratory, a central part of campus life. It is the site for worship and Christian fellowship, a place to nurture a maturing relationship with God and humankind.

THE SILVERSWORD



Chaminade is identified with the rare silversword plant, *Argyroxiphium sandwicense*, or in Hawaiian, *AhinaHina*. This plant is indigenous to Hawai'i and is found on Haleakala, a dormant volcano on the Island of Maui. The flowers of this exotic plant are said to resemble the Cross, the symbol of Christian Faith and the sword on the University Seal. Chaminade's athletic teams bear the name Silverswords.

MISSION STATEMENT

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, work and service. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character and personal competencies, and the commitment to build a just and peaceful society. The University offers the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.



THE UNIVERSITY SEAL

The University seal includes the words *Vita in Verbo*—Life in the Word. The flaming sword symbolizes the two-fold “word:” the word of God, Christ, the life of the soul; and the word of man, the life of the mind. It also represents the dual purpose of Chaminade: to guide students toward truth and faith and toward the aesthetic, cultural, and scientific truths of the human race; and to produce men and women endowed with a sense of their rich cultural heritage.

VISION STATEMENT

Chaminade will be a quality university guided by a Catholic, Marianist and liberal arts education tradition as it becomes:

- a unified educational community where members are committed to its mission and personal self-development; and
- of sufficient size to possess the needed resources to support its educational programs, be self-renewing in its organizational life, and be financially stable.

It will be distinguished by:

- a faculty and staff committed to student learning and the development of the whole person;
- its excellent multi-cultural learning environments drawing on its unique Pacific Island location;
- its graduates who are recognized for their liberal arts learning, preparation for professional careers, facility in the use of information and communication technologies, interest in life-long learning, appreciation for diversity, sense of ethical responsibility, and commitment to leadership through service to affect positively individual lives and the common good;
- its partnership with the Hawai'i community, its Pacific Island neighbors, the church and those with whom it shares Marianist sponsorship.

ACADEMIC CORE BELIEFS

An education in the Marianist tradition is marked by five principles:

- Education for Formation in Faith

In our community, reason and personal faith are seen as mutually complementary roads to truth. Together, we invite all students, faculty and staff to join our community of faith, hope, and love.

- Integral, Quality Education

We are committed to an integral, quality education which begins with respect for the complexity and diversity of each person. This means that each member attempts to engage the whole person by providing quality service and support for the university's effort to nurture the intellectual, emotional, aesthetic, physical, and ethical dimensions that make up each student's life experience.

- Education and the Family Spirit

Our community is a second family which encourages the personal development of each of its members. Mutual respect for all members of our family allows the Marianist-based community to share responsibility for decisions and progress at all levels.

- Education for Service, Peace, and Justice

All members of the community must expect to dispense and receive justice to and from each other and to and from the community in which the university is situated. Administrators and teachers within our community prepare students to view their own world with a critical eye in order to discern between the just and unjust.

- Education for Adaptation and Change

True to the tradition of faith, a Marianist-founded education prepares students for tomorrow and adapts to its time. Our faculty and staff utilize and view technology and its ever changing advances as a critical aid in the quest for understanding in our changing world. All are personally open to the demands that such changes make.

OUR MARIANIST HISTORY

In 1817, Father William Chaminade founded a religious community in the Catholic Church called the Society of Mary (Marianists). The community is composed of both priests and brothers who strive to build communities of faith around the world and educate servant leaders. Today there are over 111,000 students in 106 Marianist schools and universities in thirty countries worldwide.

The Marianists first arrived in Hawai'i in 1883 and taught at schools on the Big Island, Maui, and on O'ahu. On O'ahu, the Marianists staffed St. Louis School, which included both elementary and secondary grades. In 1928, the Marianists relocated St. Louis School from downtown Honolulu to its present location.

In 1955, the Marianists wanted to establish a Catholic institution of higher learning in the central Pacific and opened St. Louis Junior College, which twenty-two years later became Chaminade University. St. Louis School and Chaminade University share the same campus and Marianist education tradition. Both institutions collaborate in many academic, religious, and extracurricular activities. For instance, qualifying St. Louis students may take accelerated classes at Chaminade and earn college credit. Also on the campus is a Montessori pre-school, which is consistent with the Marianist philosophy to educate people of all cultures, religious traditions, and ages.

A-Z CAMPUS RESOURCES

ADA ACCOMMODATIONS

735-4845

Chaminade University provides reasonable accommodations for individuals with a disability in compliance with the Americans with Disabilities Act (ADA) of 1990. After being accepted to the university, if you would like to know whether you qualify for ADA accommodations, please contact our Counseling Center at 735-4845 or visit the Henry Hall Annex, near Security. Current and appropriate documentation will be required.

Temporary Accommodations

Students with temporary medical conditions may request temporary accommodations to assist them in continuing their education at Chaminade University. Provisions of any such accommodation for medical conditions that do not meet the criteria for a disability as defined in the Americans with Disability Act of 1990 are at the sole discretion of the University.

Students requesting temporary accommodations are required to provide documentation to the Disability Coordinator from the attending physician specifying the nature, diagnosis and prognosis of the injury or illness, the expected duration of the disability, and the limitations to the student. Students will also be required to provide permission to the disability coordinator and other appropriate university personnel to allow communication with the attending physician to better meet the needs of the student. The university reserves the right to deny and/or discontinue any accommodations at its sole discretion.

ATHLETICS

735-4790

The intercollegiate athletics program competes at the National Collegiate Athletic Association (NCAA) Division II level and as a member of the Pacific West Conference. The University fields teams in Men's and Women's Basketball, Men's and Women's Cross Country, Men's Golf, Men's and Women's Soccer, Women's Tennis, Women's Softball and Women's Volleyball. For schedules, results and other information regarding Chaminade Athletics visit our website:

www.goswords.com.

AUDIO-VIDEO CENTER

735-4753

The Audio-Visual Center is a resource for language audiocassettes, films, slides, records, and videotapes. The Center's first priority is to support classroom instructors, but arrangements can be made for the loan of appropriate materials for activities which supports classroom work or other special events.

BOOKSTORE

735-4798

Students may purchase textbooks, school supplies, snacks, and clothing with the Chaminade logo at the bookstore in Tredtin Hall. Copy services, fax services, postage stamp books, and monthly bus passes are available for purchase. Graduation caps and gowns are distributed in April and in November. Special discount sales are advertised throughout the academic year.

BUSINESS OFFICE 735-4756/ 735-4702

Students can pay for tuition, parking, transcripts, and other miscellaneous fees at the Business Office window on the main floor of Ching Hall. Students may pick up their financial aid checks at this location.

CALENDAR DATES

A detailed academic schedule is available by using this hyperlink:

www.chaminade.edu/admissions/grad/gradSchedules.php

CAMPUS MAP

A graphic display of roads and buildings on campus is shown on the back cover of this handbook, or on the web: www.chaminade.edu/misc/flash_map.php.

CAMPUS MINISTRY

440-4226

The mission of Campus Ministry is to be a Catholic Christian presence on campus offering opportunities for prayer, faith development, and service in the Marianist tradition. Programs include social outreach, community service, immersion experiences, retreats, Sunday worship, evening on-campus activities, e.g., Prayer/Praise/Pizza, Bible and Faith sharing groups, and RCIA for Sacramental preparation. Campus ministers are available to provide spiritual guidance through listening, counseling and reconciliation where needed or requested. Campus Ministry welcomes students of all religious traditions to visit in Ching 102.

CAMPUS MINISTRY RETREATS

735-4704

Campus Ministry offers various retreat experiences including the Awakening Retreat, a powerful three-day retreat during which participants examine their relationship with God, others and themselves in the context of a supportive faith community. This retreat is offered in both Fall and Spring semesters. For more information, contact Campus Ministry, located in Ching Hall near the Vi and Paul Loo Student Center.

CAREER SERVICES

735-4787

Career Services is located in the Student Support Services building. All registered students and alumni are eligible for the services at no cost. Services include individual career advising, and a credential file service. Activities each semester include a Career Fair, WOW (World of Work) sessions, as well as seminars on business etiquette, résumé writing, customer service, interview skills and more. An online job and internship board can be found at www.chaminade.edu/careers.

CARLSON FITNESS CENTER

735-4864

The Carlson Fitness Center, located in Kieffer Hall, features many universal machines as well as over 2,500 pounds of free weights for the more serious workouts. Dual Stairmasters and bike machines round out the spacious 4,500 square foot facility. All students, faculty, staff, as well as Chaminade alumni are welcome to use the facility during scheduled hours. Proper ID, attire and a towel are required. Call the Athletics Department at 735-4790 for hours.

CENTER FOR LIFELONG LEARNING 739-4663

Center for Lifelong Learning has three basic goals:

- to bring Chaminade's name and a quality product into the community;
- to bring the expertise of the Chaminade faculty into the community;
- to bring the community to the Chaminade campus.

To accomplish these goals, the Center has three programs, which provide local businesses with interesting, effective training; training programs on a contract basis for local businesses; and a forum to the community for Chaminade non-credit classes by presenting workshops and conferences on campus.

CHAMINADE ONLINE NEWS

735-4797

The Chaminade Online News is electronically published and provides information to keep the campus community connected. To submit an item for publication, send your information to Institutional Advancement - Office of Communications at news@chaminade.edu (or fax 739-8567). Chaminade Online News can be found at www.chaminade.edu.

COMPUTER LAB

735-4855

Computers are available on the second floor of the Sullivan Family Library. The lab is open most weekdays until 10:00pm and is also open on the weekends; following the same hours as the library. MS Office 2007 software is installed in the lab and most classrooms.

COUNSELING (INDIVIDUAL OR COUPLES) 735-4845

Confidential, individual or couples counseling is provided at Chaminade Counseling Center, located in Henry Hall Annex. Our services assist students with personal issues including, but not limited to, depression, crisis intervention, self-esteem, loneliness, family concerns, friendships, adjustment to college life, roommates, interpersonal relationships, non-traditional student concerns, and homesickness. Typically, students are seen in 60 minute sessions, from one to ten times. In order to qualify for services, the individual must be currently enrolled at Chaminade. If needed, some students are referred to off-campus mental health services.

DINING OPTIONS

The Courtyard Café

Come and enjoy your meals on our open-air patio! Try a classic sub sandwich, wrap, gourmet sandwiches and flavorful salads or side dishes! Wake up with a piping hot cup of our gourmet Lion coffee! We now offer a full breakfast menu daily and hot entrees at lunch and dinner. We feature convenient express grab-and-go salads, yogurt parfaits and splashes of cool drinks to refresh you!

Courtyard Café is open Monday—Friday from 7:30 am to 7:30 pm; but closed during weekends, holidays, spring break & Christmas break. Limited hours during the summer months (May—August).

The Brothers Brew

The Brothers Brew is a café located in the Vi & Paul Loo Student Center. It offers fresh espresso drinks brewed to order, fresh smoothies made to order, gourmet sandwiches, salads, pastries, and a variety of gourmet bottled beverages. The Brothers Brew is open from 7:30 am to 9:00 pm Monday through Friday, and closed during weekends, holidays, break times.

EMAIL

735-4855

Upon acceptance by your academic program, all students are given a Chaminade email account in the form of firstname.lastname@student.chaminade.edu.

To check your mail, use any web browser and type student.chaminade.edu on the address line. Your initial password is the last 4 digits of your SSN, until you change it to something else. If you are having trouble accessing your account or would like to forward your student email to your yahoo or hotmail account, please contact the helpdesk at 735-4855.

Important University information will be sent to your Chaminade email account; it is your responsibility to check your email frequently. You may forward your email to a different address, but you are still responsible for reading it. Be advised that forwarded messages may not always forward attachments. This may result in NOT receiving important program information.

EMERGENCY/WEATHER

In the event of inclement weather, students are advised to check the local television and radio stations. Call your graduate Academic Program Office to learn if classes are canceled or school is closed. Students are expected to attend classes, unless a particular class has been canceled by the instructor.

It is the intention of the University to offer uninterrupted courses to its students. In the event that it is unable to continue some academic instruction because of a natural disaster, tuition and other fees are not refundable.

FINANCIAL AID

735-4780

The Financial Aid Office, located in Ching Hall Rm. 11, administers all Federal and institutional forms of aid and also coordinates the disbursement of many external sources of aid, such as outside scholarships. Students can speak with administrators about how to finance their college education, what types of aid are available, and how to apply. Staff will be available by appointment.

Once you are accepted by your academic program, you are strongly advised to complete and file the Free Application for Federal Student Aid (FAFSA). The award letter will state your disbursement dates and amounts. It is the students' responsibility to note these details and to allow sufficient time to re-apply each academic year.

Note: Do not wait for the Financial Aid office to notify you that your loan is running out. It is recommended that when you file your income tax each year, you also re-apply for your financial aid.

FINANCIAL OBLIGATIONS

Students who have not met their financial obligations (including tuition, traffic and parking fines, library fines, laboratory breakage charges, etc.) may be denied further registration, diplomas, or transcripts of their records. Students experiencing financial difficulties should visit the Financial Aid office to learn about options.

GRADUATION CLEARANCE

Students should request clearance from their advisor during summer term for May graduation, or during spring term for December graduation. A minimum 3.0 GPA is required; other requirements are set by individual programs. Formal petition for graduation must be filed at the Records Office by September 15 for December graduation or January 15 for May graduation.

HEALTH REQUIREMENTS & SERVICES 735-4733

Medical Record Maintenance

Maintenance of records to assure University compliance with State laws requiring TB tests and MMR inoculations is maintained in the Student Support Services Office. In compliance with Hawai'i State law, strict confidentiality of health records is maintained. Failure to submit the required documentation will result in a Dean's hold on a student's registration for the following term/semester.

Medical Requirements

All students must submit proof of a clear TB (tuberculin) test or chest X-ray, given and read less than 1-year prior to the start of the school semester. TB tests or chest X-rays are required by law by the State of Hawai'i. TB tests are only accepted if done within the continental United States, Alaska, Hawai'i, or the U.S. Trust Territories.

INFORMATION SERVICES

735-4855

Wireless connectivity

To use the wireless network, students must have a wireless network card (802.11b or 802.11g compatible) for laptops or a USB wireless client for desktop and tower units. Most campus buildings and some outside areas are also covered by the wireless network.

Email

It is the responsibility of students to check their email frequently. Support is available from helpdesk@chaminade.edu or by calling 735-4855.

INTERNATIONAL SERVICES

739-4655

This University is responsible to the US Citizenship and Immigration Services (USCIS) for meeting reporting requirements every semester regarding non-immigrant students attending Chaminade University. All students who fall under this classification are required to submit, during registration, a copy of the I-94 form (white card attached to the passport) and a copy of the I-20 ID form issued to the student at the port of entry; which is considered a permanent record to be used for all USCIS official transactions and for subsequent re-entries to the United States.

To maintain student visa status while in the United States, all international students must:

1. Have a valid passport;
2. Attend the school which the student is authorized to attend;
3. Carry the equivalent of a full course study (at least six credits per term for graduate students);
4. Apply for extension of stay when necessary;
5. Follow procedures to continue from one educational level to another and/or transfer;
6. Obtain authorization prior to accepting any employment; and
7. Report immediately any change of residence to the Enrollment Specialist.

Health Requirements for International Students

Health insurance which is accepted by U.S. providers is required for international students. Students must submit proof of a clear TB (tuberculin) test or chest x-ray, given and read less than one year prior to the start of the school semester. TB tests or chest x-rays are required by law by the State of Hawai'i.

International students must submit a chest x-ray. The x-ray may be taken in their country of citizenship.

Proof of immunity to MMR is required for students born after 1957. This can be one of the following: 1) two doses of measles-containing vaccine, with at least one of the two being MMR vaccine; or 2) laboratory evidence (positive blood tests) of immunity to MMR. Failure to submit the required proof of immunity will result in a Dean's hold on a student's registration for the following term/semester. For questions regarding health insurance and requirements, call 735-4733. For other concerns, such as adjustment and cultural issues, assistance is available through the Student Affairs Division.

International Students Support

A new support area has been created for International Students. The coordinator of International Student Support, Bro. Luis Gamboa, provides personal and academic support for international students in regard to transition to the University community and Hawai'i. See Bro. Luis Gamboa in Henry Hall Rm. 206N or call 739-4683 for more information.

LIBRARY

735-4725

Sullivan Family Library is on the second and third floors of the building, with the entrance on the second floor. The new library facility houses a 40-station Computer Lab, the Computer Helpdesk, six group study rooms and photocopiers. Wireless network access is available.

Library services include research assistance, class reserves and laptop loans. The library collections comprise books and periodicals, both in print and online, and audiovisual materials, such as DVDs and CDs. Circulating material may be borrowed by Chaminade students, faculty and staff with a current, valid Chaminade University ID card. Outstanding library obligations, such as overdue material or fines, may block borrowing, registration, and the release of diplomas and transcripts.

LOST AND FOUND

735-4792

Lost and found items may be turned in or retrieved at the Security Office. Be prepared to give a detailed description of items to be claimed. The University is not responsible for any personal items which are lost or stolen.

MASS/LITURGICAL CELEBRATIONS

Roman Catholic Masses are celebrated twice on Sundays during the Academic Year (10:00 am & 7:30 pm) in the Mystical Rose Oratory. Masses and seasonal prayer services are also held on special feast days and seasons. The sacrament of reconciliation (confession) is available by appointment with one of the priests. Students of all religious traditions are welcome.

ONLINE COURSES

Beginning in October, the University will use e-College to offer selected courses on the internet so that you can study at your convenience.

Once you are registered for your class, you can go to chaminade.ecollege.com.

Your CUH ID will be your login. Passwords are the last four digits of your Social Security number. If you are having difficulties, logging-in, call the Computer Helpdesk at 735-4855 or email helpdesk@chaminade.edu.

If your course does not appear after you are properly logged-in, please contact your academic program office to confirm that you are properly registered for the course.

The e-College i-support Helpdesk is available by phone and email: helpdesk@chaminade.ecollege.com 24 hours a day, 7 days a week to both students and instructors.

ONLINE COURSES – TIPS FOR SUCCESS

- Make sure that you have access to a computer with hardware that is in good working order. Sometimes internet connections go down! Do you have a backup plan for connecting if your service provider has an outage? Do you save your working files on a flash drive? Can you use another computer if you have a problem? See the section labeled Computer Lab above.

Make sure you check out the minimum system requirements before the first day of class. For e-college use this hyperlink:

chaminade.ecollege.com/index.learn?action=technical

- Find out basic software needed for the class and learn skills from online tutorials.

Online courses sometimes include more advanced technologies such as streaming audio and video, PowerPoint slides, Graphics editor, and software to display special images - be prepared.

- Check that your software is updated with latest "add-ins."

Many programs provide online tutorials so don't wait for your instructor to tell you where they are; search for them. You might find these very helpful.

Live-Text:

acad.chaminade.edu/dept/education/LiveText/LiveText%20Students.html

- Develop good time management skills-dedicate time on a regular basis.

Even though you have much more flexibility, you should plan to spend three to six hours per week taking these courses just as you would do if you were attending a class on campus.

- Contact your professor early if you need help or get behind.

Online courses clearly expect you to take more responsibility for your own learning. You won't be running into folks in the hallway who might ask how you are doing; so you will need to take initiative and "search out" help as soon as you need it.

- Contact your academic department if your professor does not respond in a timely manner; usually within about 48 hours.

Most professors log in and check their courses often. Ask your instructor at the beginning of the term what is a reasonable amount of time. You should also clarify what they expect from you as far as posting assignments and/or participating in discussions.

- Show up and speak up in order to develop an online community.

Make an effort to get to know your classmates. Online courses can incorporate the latest in available technologies that allow streaming audio and video, slides, graphics, images. However, often the discussions are asynchronous communication (meaning they are delayed, instead of real time). Although working on the course at all hours is convenient, you may need to make a little extra effort to check back later for responses from your fellow students and teacher.

- Check Chaminade student email often.

There may be an email function within the course itself but don't forget to check your Chaminade student email account for other campus wide announcements.

PARKING

Parking is free on campus after 2:00 pm. No parking is allowed in red zones, in blue lined parking spaces, or in handicap spaces without a permit. If you visit the campus before 2:00 pm, a visitor pass may be obtained from the switchboard operator in the Ching Hall lobby or from the Security Office. ADA parking is arranged with the Security Office.

Parking Fees

| | |
|----------------------------------|--------|
| Daytime on campus/semester (car) | \$ 130 |
|----------------------------------|--------|

Violators are subject to having their cars booted or towed. Students may appeal a parking or traffic citation in writing to the Dean of Students within three calendar days of the alleged violation. The decision of the Dean of Students is final.

Fines for Parking/Moving/Permit Violations:

| | |
|--|-------|
| Reckless Driving | \$50 |
| One Way | \$50 |
| Disregarding Traffic Sign | \$50 |
| Disabled Parking | \$500 |
| Reserved Stall | \$25 |
| Blocking Crosswalk | \$25 |
| Loading Zone | \$25 |
| Red Curb (towed) or | \$25 |
| No Parking/Sign Posted | \$25 |
| Restricted Area (marking lines) | \$25 |
| Failure to display permit during daytime | \$10 |
| Expired Permit | \$10 |
| Altered or Illegal Permit | \$25 |
| No Permit during daytime | \$25 |
| Boot Removal | \$35 |

Note: Cars are booted on the third ticket and every ticket thereafter. After the third booting, cars are towed. Vehicles parked in the red curb will be cited and towed.

RECORDS OFFICE 735-4722

Students requiring a name change or assistance with student academic records, grade reports, transcripts, and enrollment verification can find this information at the Records Office in Ching Hall 13.

RECREATIONAL/INTRAMURAL SPORTS 739-8688

The Recreational & Intramural Sports Program, open to all students, staff, faculty, and alumni, is designed to provide an opportunity for enjoyable, organized recreational activities. Active participation is encouraged in the hopes that participants will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes.

SECURITY 735-4792

Security is provided 24 hours a day, seven days a week, 365 days a year at all Chaminade facilities on request. Students can contact Security during business hours by calling 735-4792. For emergencies call Security at 690-2301.

SMOKING POLICY

In compliance with Hawai'i law, there shall be no smoking in any classroom, covered eating area, or office building. In addition, smoking is not allowed on the lanais of Henry Hall, Kieffer Hall, Eiben Hall, Ching Hall, the Education Building or the Behavioral Science building. There are designated smoking areas around campus in close proximity to each building. (Chaminade University Policy Manual, Vol. II, 2.5.2)

STUDENT AFFAIRS 735-4710

The primary goal of Student Affairs is to support the mission of the University through services, programs, and support to students. Student Affairs is committed to the quality of student life and, therefore, has developed support programs and services for the academic community as well as strategies for the retention of students. Henry Hall 223.

STUDENT CENTER

The Vi & Paul Loo Student Center is centrally located in Ching Hall (mauka) and provides space for student programs and gatherings. The student center includes a lounge and study area, games and recreational activities, and a gourmet café, The Brothers Brew. The Student Center also houses the offices of Campus Ministry, CSGA, and Office of Student Activities & Leadership (OSAL).

STUDENT CENTER

Hours of Operation

Academic Year

Monday – Friday - 7:30 am - midnight
Saturday & Sunday - 10:00 am - 10:00 pm

Summer, Winter & Spring breaks

Saturday & Sunday Closed
Monday – Friday - 8:00 am - 4:00 pm
Holidays – Closed

STUDENT ID **webportal.chaminade.edu**

Your student ID is also called your Chaminade ID (CID). If you do not know your CID, you can get it from the webportal.chaminade.edu webpage. Choosing the link: “What’s my new ID?” There is also a tab on the Webportal page “Forgot password?” that will allow you to change your password.

STUDENT ID CARD **735-4710**

The Dean of Students Office issues student ID cards. The first ID card is free. There is a charge for a replacement.

ID cards should be carried at all times to obtain services at the library, dining services, fitness center, recreational sports equipment room, etc., on campus.

STUDENT SCHEDULES webportal.chaminade.edu

A schedule of your classes for the current term can be accessed by using any web browser program and typing the address above. You can sign in using your Chaminade Identification Number (CID); your initial password is the last four digits of your SSN.

SUMMER INSTITUTE

Each summer, Chaminade University of Honolulu offers the Summer Graduate Institutes – a collection of enriching, innovative and professional programs not typically available in regular graduate or professional education. Whether seeking professional development, interesting electives to complete a degree, or ideas to be used on the job, participants will walk away from Chaminade’s Summer Institutes with a special career advantage in their chosen area of study: Criminal Justice Administration, Education, or Forensic Sciences.

All courses may be taken for academic credit and applied to a Chaminade University master’s degree or toward any degree which accepts transfer graduate credits. Each course presents the latest theory that can be put into practice immediately, and all are offered in convenient one or two-week formats. For information, contact Graduate Services, gradserv@chaminade.edu.

TUITION

As of Summer term 2008, tuition cost is \$520.00 per credit for graduate tuition. All graduate programs offer four terms per year, except for MSFS program which is on a semester schedule.

Payment Policy for graduate students

Chaminade University requires that all charges be settled in full by the first day of classes. Students who do not settle their accounts with the university by this due date will automatically be dropped from the class list.

VETERANS AFFAIRS

735-4655

The VA Certification Specialist is located in Ching Hall, Room 12. The VA Certification Specialist, under the guidance of the Department of Veterans Affairs, certifies all students eligible to receive educational benefits under Chapters 30, 31, 32, and 35 of Title 38, U.S.C. and Chapter 1606 or 1607 of Title 10, U.S.C. VA students need to submit form CUH 29A to request enrollment certification upon each registration.

WELLNESS PROGRAMS

Student Support Services, Counseling, Residence Life, Campus Ministry, Athletics, and Student Activities & Leadership offices work collaboratively to organize wellness fairs, recreational fitness classes, initiatives on alcohol and drug awareness and prevention, and many more.

Student Support Services and the Counseling Center provide information and counseling for students who have questions about drug and alcohol issues. A list of off-campus organizations assisting students with drug/alcohol questions is available in the Student Support Services office and Counseling Center.

WITHDRAWALS

There are three ways a student can be eliminated from the class roster:

1. during add/drop period which is the first week of class – not considered a withdrawal
2. administrative withdrawal at the discretion of the instructor if the student is absent two consecutive weeks – no refund
3. by the student if within the withdrawal period.

Students may withdraw from any class before the withdrawal deadline without a grade penalty.

Financial refunds depend on withdrawal date:

- Prior to first day of instruction – 100%
- During first week of instruction – 75%
- During second week of instruction – 25%
- During third week of instruction or later-None

Requests to withdraw after the deadline date must be in writing and offer evidence such as military orders, a doctor's statement, or other documentation of extenuating circumstances. Withdrawal forms are available from program offices.

UNIVERSITY POLICIES

General student rights

Academic honesty

Academic policy and procedures

Acceptable use of technology

Administrative grievance and procedures

STUDENT RIGHTS

All students at Chaminade University are guaranteed certain rights. These include the following:

- The right to pursue educational, recreational, social, cultural, and residential activities within the basic philosophies, goals and guidelines of Chaminade University.
- The right not to be discriminated against in employment or educational pursuits based upon the student's religious affiliation, sex, sexual orientation, skin color, ethnic or racial background, national origin, age, physical or mental challenges, marital status, change in marital status, pregnancy, or parenthood.
- The right to pursue educational endeavors free of harassment of any kind.
- The right to organize and join associations to promote interests held in common with other students.
- The right to services of the faculty, administrative officers, and counseling agents of Chaminade University.
- The right to fair and impartial academic evaluations.
- The right to have the University maintain and protect the confidential status of their education, disciplinary, and health records.
- The right to a clean environment, reasonable access to facilities provided by the University, and freedom to read and study without undue interference, unreasonable noise, and other distractions.

ACADEMIC HONESTY

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a university official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of the Academic Division and may range from an 'F' grade for the work in question to an 'F' for the course to suspension or dismissal from the University.

ACADEMIC POLICY AND PROCEDURES

Academic policy and procedures can be found on our website: www.chaminade.edu below the Academic section, in the Chaminade 2008-2009 General Catalog.

ACCEPTABLE USE OF CHAMINADE COMPUTERS

General

Chaminade University makes many technology-based services available to students. We urge you to take advantage of our wireless network, email, computer labs, library databases, and online registration. We ask only that you guide your use by courtesy and ethical behavior.

OFFICIAL UNIVERSITY COMMUNICATIONS WILL ONLY BE SENT TO A STUDENT'S CHAMINADE EMAIL ADDRESS.

Resources are provided for the use of persons currently affiliated with the University, including students, faculty, and staff. They are to be used only for University-related purposes, and must never be used for commercial purposes without written authorization from the University. Access to technology at the University is a privilege, and abuse of this privilege may result in disciplinary procedures and/or legal action. If you have any questions about this policy, contact the Dean of Information Services and the Library.

For a full statement of University Policy on these issues, visit Section 2.9 from an on-campus computer, at intra.chaminade.edu/admin/policy/VolIII.

ACADEMIC GRIEVANCE PROCEDURES

Purpose

It is the aim of Chaminade University to support each student in a timely, consistent manner and in compliance with University policies and procedures. Before a grievance can be filed, at least one of these conditions needs to exist:

1. A demonstrated provision of misinformation to the student by a staff or faculty member or gross clerical error, either of which have significantly impacted in a negative manner a student's academic progress or financial obligation at the University.
2. Difficulties for the student caused by items lost by a staff or faculty member that have significantly impacted a student's academic progress toward a degree, award of financial aid, or employment. Expressly excluded from this category is the loss of any class-specific assignments.
3. Significant delays which materially and negatively impacted a student.

Academic Procedure

In order for any of the above to be considered by the faculty, dean, provost or his/her representative, it is essential that the student first be able to demonstrate through objective, verifiable evidence:

1. that any of the above have occurred within the last 90 days.
2. proof that the occurrence has had a demonstrable and significantly negative impact to the student (inconvenience, though regrettable, is not sufficient evidence).
3. that resolution of the matter has been unsuccessfully attempted by speaking with the administrator or faculty member(s) involved.

AIDS OR HIV INFECTION POLICY

As an educational institution, Chaminade University protects individuals infected with the AIDS virus (HIV) from discrimination. These policies, are based on current scientific and medical information and are supported by the Rehabilitation Act of 1973

Chaminade recognizes that students, faculty or staff who are infected, or are believed to be infected with HIV should not suffer irrational and scientifically unfounded discrimination on campus.

More information can be found from an on-campus computer in Volume 2 of the University's policy manual (Serious Disease Policies and Procedures) at intra.chaminade.edu.

DISCRIMINATION AND HARASSMENT

Chaminade University is committed to maintaining an employment and educational environment free from conduct and communication which can be classified as discrimination. Discrimination is treating one person unfairly over another based on their race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry, pregnancy or disability. Discrimination need not be overt and direct, but may be inferred by conduct and particular circumstances.

Student-to-Student Harassment and Discrimination Complaints

Student-to-student harassment and discrimination complaints and faculty and/or staff harassment complaints against students are to be processed under the disciplinary procedure established and operated by the Dean of Students Office. Students who witness such potential harassment or discrimination shall report the incident to the Dean of Students Office for investigation and possible adjudication.

Student-to-Faculty or Student-to-Staff Harassment and Discrimination Complaints

Harassment and discrimination complaints involving students and either faculty or staff may, at the discretion of the Dean of Students, be referred to the Executive Assistant to the President to be processed under the procedures contained in the University Policy Manual, Volume II, Section 2.3. Unless the Dean of Students determines otherwise, faculty and staff complaints against students shall normally be processed in the same manner as student-to-student complaints; student complaints against faculty or staff shall be processed by the Executive Assistant to the President.

HARASSMENT

Harassment can be verbal, visual, or physical. It can be overt or it need not be direct or explicit — it can be inferred from the conduct, circumstances and relationships of the individuals involved. Harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. It can range from abusive remarks about individual persons or classes of people to serious criminal abuses such as assault and rape. The victim of harassment can be female or male.

Definition of Sexual Harassment

Due to the inherent complexity of sexual harassment, the University's policy contains this special section defining sexual harassment. Sexual harassment is defined by this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, or of participation in university activities, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions, academic decisions, or evaluations affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, offensive, or debilitating working, living, or academic environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcomed social interactions.

Instructional material shall not be the basis for discipline unless an appropriate review by the Human Rights committee finds the material irrelevant to the subject of the course, or finds that the cumulative presentation of specific material is unbalanced to the degree that it establishes an atmosphere of harassment.

Use of Technology to Harass

No student may, under any circumstances, use technology to harass any other person. Examples of harassment by technology include:

1. Using technology to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm.
2. Using technology to contact another person repeatedly to harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease.
3. Using technology to contact another person repeatedly regarding a matter for which one does not have legitimate right to communicate, once the recipient has provided reasonable notice that the recipient desires such communications to cease (such as debt collection).
4. Using technology to disrupt or damage the academic, research, administrative, or related pursuits of another.
5. Using technology to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

See the University Policy Manual II Section 2.9 for details of the policy concerning the use of technology.

This section specifically prohibits the use of video technology in restrooms, locker rooms, or other situations which would normally be considered public or where users of the facility may reasonably expect privacy.

A Special Note to Persons in Positions of Power

Harassment occurs when a person who is in a position of trust or authority engages in behaviors or creates conditions that are inappropriate, unwanted and/or nonreciprocal. This is especially true in instances of sexual harassment when an unwelcome personal element is introduced into what should be a sex-neutral situation. Because of the difference in power between faculty and students and supervisors and employees, a faculty member or supervisor cannot be certain that a personal relationship is truly welcome or consensual. Moreover, other individuals may be affected by such relationships. Those who abuse, or appear to abuse, their power violate their responsibility to the community. The University expects the faculty and staff to be aware of the potential for problems and conflicts of interest.

MANDATED LEAVE POLICY

Definition

One of Chaminade University's primary responsibilities is to provide and promote a healthy and safe academic environment for all members of the University community.

When a student's behavior indicates that they may endanger the safety of themselves, others or the academic environment, the University must take action. In order to assist students in maintaining their health and welfare, the University provides a number of services including the Counseling Center, Campus Ministry, the Security Office and others.

The use of these services by students is encouraged so that they may remain healthy and safe. Whenever it becomes clear that a student is behaving in a manner that is not consistent with their emotional or physical well being, it may become necessary for the University to take action.

In situations where students are in danger, the University's primary concern is the prevention of harm. When such situations arise, the Dean of Students or designee will immediately evaluate such situations and determine a course of action. As such, if the behavior of a student is judged to be endangering himself, another person, and/or property, the University will take steps necessary to prevent this. This may entail removing the student from the University environment through suspension and/or removal from University managed housing and/or removal to a different setting including, where appropriate, the supervision of parents/guardians or the supervision of a hospital.

Behaviors that may require immediate removal or sanctions: Threat to self, threat to others, disturbance of the community, alcohol use, drug use, destruction of property, disturbing or bizarre behaviors that disrupt the environment, disturbance of the educational environment, criminal activity, possession of weapons or other activities so determined by the Dean of Students.

Procedure

When the University takes action under this policy, the student will be notified in writing of the inappropriate behavior. The student will be temporarily withdrawn from the University and/or campus immediately. The withdrawal will remain effective until Dean of Students and the appropriate University officials reach a final decision regarding the student's future status with respect to the University. At any time, the student may terminate the process by withdrawing from the University voluntarily.

During the evaluation process, the Dean of Students may require that an assessment be performed by an appropriate professional to determine the student's mental status and appropriateness for the student to return to the University. Once a student has been removed from the University through the above procedures, it is the student's financial responsibility to secure safe transportation to their destination.

Return

If a student is removed from campus, voluntarily or involuntarily, their return will be determined based upon the information available. In order to better assess their state, the following may be required:

- An evaluation and assessment by an appropriately trained and licensed psychologist, psychiatrist, or physician. The University may request to speak with the professional conducting the evaluation and/or assessment.
- A treatment program having been followed and documented by an appropriately trained and licensed health professional.
- An evaluation that clearly indicates that a student is able to return to an academic environment safely.

- An evaluation that clearly indicates that a student is able to live in an academic community building.
- Mandated check-ins with designated university staff.

In order to determine the student's eligibility to return, it will be necessary for the student to submit the required assessments to the Dean of Students. The assessments will be shared with and reviewed by the appropriate University official(s).

If it is determined that a student may return to campus, doing so will be contingent upon agreeing to and complying with any stipulations by the Dean of Students. In addition, return will be contingent upon agreeing to and adhering to any treatment regimen prescribed by a health professional.

Failure to strictly adhere to required stipulations may result in:

- Suspension from the University
- Restriction from the University campus
- Expulsion from the University.

Refund will be determined by the University refund policy found on p.31 of this handbook.

NON-DISCRIMINATION POLICY

In principle and practice, Chaminade does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, or disability in its education policies, programs, or in admissions (in accordance with Title IX of Educational Amendments of 1972, Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act, and Age Discrimination Act).

Sexual Offense Policy

Chaminade University requires all members of the University community to respect the personal rights of others and to obey the law.

Any violation of another individual's right to be free from forcible and non-forcible sex offenses constitutes a serious violation which may result in appropriate University sanctions including, but not limited to, termination from employment, immediate suspension, or dismissal from the University in response to the Student Right-to-Know and Campus Security Act (Public Law 101-542) and in accordance with the Crime Awareness Security Act of 1990.

A forcible sex offense is any sexual act directed against another person, forcibly and/or against the person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. Examples of forcible sex offenses include all types of forcible rape (date rape, acquaintance rape, or stranger rape), sexual assault, forced sodomy, sexual assault with an object, forcible fondling, etc.

It is important to note that when an individual has been incapacitated due to the use of alcohol or drugs, and is incapable of resistance or providing consent, sexual contact is considered by the law as unwelcome, and therefore forced. Non-forcible offenses include the acts of unlawful non-forcible sexual intercourse such as incest and statutory rape. Chaminade University also attempts to prevent other non-contact sex-related offenses including exhibitionism, voyeurism, and the making of obscene harassing phone calls. Chaminade sustains all applicable State and Federal laws concerning sex offenses.

If a student has been the victim of a sexual offense, the Counseling Center is able to provide counseling services as well as coordinate care with off-campus providers. A victim may wish to seek immediate assistance by going to the Sex Abuse Treatment Center, 55 Merchant Street, 22nd Floor, Honolulu. The 24-hour crisis hotline number is 524-7273.

Please Note

The information contained in the Student Handbook is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and Chaminade University.

In the event that there are any apparent inconsistencies, or where there may be any ambiguity, the provisions of the Chaminade University Policy Manuals shall be controlling over the Student Handbook or any other publication. To review copies of the Policy Manual, please contact Graduate Services.

The University reserves the right to make any changes in the contents of this handbook that it deems necessary or desirable. Changes are made through established procedures and announced by the University in its publications.

Dates listed in the Academic Calendar section represent only those events that were scheduled before this handbook went to print in October 2008. It is wise to check with the sponsoring department before the event to verify the date and time of the event in question. For additional student related events, check the Calendar on the Chaminade intranet (intra.chaminade.edu).