

**PROJECTED**  
SPRING DAY 2011  
SCHEDULE OF COURSES  
January 10 – May 5, 2011

**YOUR REGISTRATION IS FINAL WHEN**

- 1. You have obtained a Health Clearance.**
- 2. You have paid all fines and charges.**
- 3. You have paid your Fall Day tuition by August 23, 2010.**

## Academic Year 2010-2011 Calendar

### **June 2010**

7, Monday (tentative)	Registration for Summer Evening/Graduate
11, Friday	Kamehameha Day holiday observed (no classes; offices closed)
25, Friday	Summer Session I ends
28, Monday	Summer Session II begins

### **July 2010**

5, Monday	4 <sup>th</sup> of July holiday observed (no classes; offices closed)
6, Tuesday	Summer Evening/Graduate begins

### **2010 Fall Day Semester - August 23, 2010 - December 09, 2011**

#### **August 2010**

6, Friday	Summer Session II ends
17-18, Tuesday-Wednesday	August Retreat
19, Thursday	New Faculty Orientation

19, Thursday	New students move into residence halls
19-22, Thursday-Sunday	New Student Orientation
20, Friday	Academic Convocation
20, Friday	Last day of regular registration
21, Saturday	Returning students move into residence halls
23, Monday	Day Undergraduate Classes begins
23-31, Monday-Tuesday	Add-drop period
27, Friday	Fall Spiritual Convocation, 11:00 to 1:00pm (11:00 classes cancelled and offices closed from 11:00-1:00pm)
30, Monday (tentative)	Registration for Fall Evening/Graduate
31, Tuesday	Add-drop period ends

### **September 2010**

3, Friday	Deadline to submit Clearance for May 2011
6, Monday	Labor Day holiday observed (no classes; offices closed)
10, Friday	Deadline to submit petition for December 2010 graduation

14, Tuesday Summer Evening/Graduate ends

18, Saturday Adjunct Faculty Orientation

**October 2010**

4, Monday Fall Evening/Graduate begins

11, Monday Discoverers' Day holiday observed (no classes; offices closed)

23, Saturday Seniors Pre-registration for Spring Day 2011 semester

28, Thursday Juniors Pre-registration for Spring Day 2011 semester

**November 2010**

1, Monday Open Pre-registration for Spring Day 2011 semester

5, Friday Deadline to withdraw from classes and last day to apply for credit/no credit option

11, Thursday Veterans' Day holiday observed (no classes; offices closed)

17, Wednesday Interfaith Thanksgiving Services at noon  
(offices closed from noon-1:00pm)

25-26, Thursday-Friday Thanksgiving Recess holiday observed (no classes; offices closed)

## **December 2010**

3, Friday	Last day of Instruction
6-9, Monday-Thursday	Final Examinations
6, Monday (tentative)	Registration for Winter Evening/Graduate
10, Friday	Last day to submit Clearance for December 2011 graduation
10, Friday	Residence halls close at noon except for graduating seniors and residents staying during the Winter break
12, Sunday	Baccalaureate Service and Awards Ceremony to follow
13, Monday	Fall Commencement
14, Tuesday	Residence halls close at noon for graduating seniors
16, Thursday	Fall Evening/Graduate ends
24, Friday	Christmas holiday observed (offices closed)
31, Friday	New Year's holiday observed (offices closed)

## **2011 Spring Day Semester – January 10, 2011 - May 5, 2011**

### **January 2011**

4-6, Tuesday- Thursday	January Retreat (mornings only)
6, Thursday	New Students move into residence halls
7-9, Friday- Sunday	New Student Orientation
7, Friday	Last day of regular registration
8, Saturday	Returning students move into residence halls
10, Monday	Day Undergraduate Classes begins
10, Monday (tentative)	Winter Evening/Masters begins
10-18, Monday-Tuesday	Add-drop period
17, Monday	Martin Luther King Day holiday observed (no classes; offices closed)
18, Tuesday	Add-drop period ends
19, Wednesday (tentative)	Marianist Founders' Day Mass 11:00 am (11:00 classes cancelled and offices closed from 11:00-1:00 pm)

## **February 2011**

11, Friday (tentative)	Cohort Faculty Appreciation Gathering
15, Tuesday	Deadline to submit Petition for May 2011 Graduation
21, Monday	Presidents' Day holiday observed (no classes: offices closed)
19, Saturday	Seniors Pre-registration for Fall Day 2011 semester
24, Thursday	Juniors Pre-registration for Fall Day 2011 semester
25, Friday	Celebration of Service Learning
28, Monday	Open Pre-registration for Fall Day 2011 semester
28, Monday (tentative)	Registration for Spring Evening/Graduate

## **March 2011**

9, Wednesday	Ash Wednesday Lenten Service at 12 noon (offices closed from noon-1:00 pm)
21-25, Monday-Friday	Spring Recess (no classes)
23, Wednesday (tentative)	Winter Evening/Masters ends
25, Friday	Prince Kuhio Day holiday observed (no classes; offices closed)

## **April 2011**

- |                       |   |
|-----------------------|---|
| 1, Friday             | Deadline to withdraw from classes; last day to apply for credit/no credit option                                      |
| 4, Monday (tentative) | Spring Evening/Masters begins   |
| 15, Friday            | Na Liko Na'auao – Celebration of Student Scholarship  |
| 21, Thursday          | Holy Thursday (no Evening/Graduate classes on campus after 5:00 pm)   |
| 22, Friday            | Good Friday (no day undergraduate classes; no evening/graduate classes on campus until after 5:00 pm; offices closed) |
| 29, Friday            | Last day of instruction   |

## **May 2011**

- |                      |  |
|----------------------|--|
| 2-5, Monday-Thursday | Final Examinations   |
| 6, Friday            | Residence halls close at noon for everyone except graduating seniors and students remaining for the summer session |
| 8, Sunday            | Baccalaureate Service and Awards Ceremony  |
| 9, Monday            | Spring Commencement  |
| 10, Tuesday          | Residence halls close at noon for graduating seniors   |

16, Monday	Summer Session I begins
30, Monday	Memorial Day (no classes; offices closed)
31, Tuesday (tentative)	Registration for Summer Evening/Graduate

**June 2011**

6, Monday (tentative)	Graduate Summer Institute begins
10, Friday	Kamehameha Day holiday observed (no classes; offices closed)
13, Monday (tentative)	Spring Evening/Masters ends
24, Friday	Summer Session I ends
24, Friday (tentative)	Graduate Summer Institute ends
27, Monday	Summer II Session begins

**SPRING DAY 2011  
FINAL EXAMINATION SCHEDULE  
EXAM TIME**

**CLASS TIME**

Monday, May 2, 2011

Tu Th 9:30 - 10:50 AM	8:00 - 10:00 AM
MWF 9:00 - 9:50 AM	10:30 - 12:30 PM
MWF 2:00 - 2:50 PM	12:45 - 2:45 PM
ALL EN 100, EN 101 & 102	3:00 - 5:00 PM

Tuesday, May 3, 2011

Tu Th 8:00 - 9:20 AM	8:00 - 10:00 AM
MWF 1:00 - 1:50 PM	10:30 - 12:30 PM
Tu Th 12:30 - 1:50 PM	12:45 - 2:45 PM
ALL JA 106, SPN 102	3:00 - 5:00 PM

Wednesday, May 4, 2011

Tu Th 11:00 - 12:20 PM	8:00 - 10:00 AM
MWF 11:00 - 11:50 AM	10:30 - 12:30 PM
Tu Th 2:00 - 3:20 PM	12:45 - 2:45 PM
MWF 4:00 - 4:50 PM	3:00 - 5:00 PM

Thursday, May 5, 2011

MWF 8:00 - 8:50 AM	8:00 - 10:00 AM
MWF 10:00 - 10:50 AM	10:30 - 12:30 PM
MWF 3:00 - 3:50 PM	12:45 - 2:45 PM
Tu Th 3:30 - 4:50 PM	3:00 - 5:00 PM

## EXCEPTIONS TO THE ABOVE

1. All TBA classes and one credit seminar classes, exams to be arranged by the instructor.
2. All classes, which fall outside the regular M W F/Tu Th time period, will be arranged by the instructor. Instructors are to confirm room assignments with the Associate Registrar.
3. HI 151, HI 152 and evening classes will have their two-hour final exam during exam week at their regularly scheduled time.

## DISCIPLINES CODES

AC	=	Accounting	HA	=	Hawaiian
AN	=	Anthropology	HI	=	History
AR	=	Art	HLT	=	Hawaiian Leadership Training
AS	=	Aerospace Science	ID	=	Interior Design
BI	=	Biology	JA	=	Japanese
BU	=	Business	MA	=	Mathematics
CH	=	Chemistry	MKT	=	Marketing
CJ	=	Criminology & CJ	MS	=	Military Science
COM	=	Communications	MU	=	Music
CS	=	Computer Science	PAR	=	Performing Arts
EC	=	Economics	PH	=	Philosophy
ED	=	Education	PHY	=	Physics
EN	=	English	POL	=	Political Science
ENT	=	Entrepreneurship	PSY	=	Psychology
ENV	=	Environmental Studies	RE	=	Religion
FIN	=	Finance	SO	=	Sociology
FS	=	Forensic Science	SPN	=	Spanish
GE	=	Geography	THR	=	Theatre

Fall 2010  
August 23 – December 09, 2010

**A. STUDENT RESPONSIBILITY**

The student is responsible for knowing the information presented in the Chaminade University Catalog, course schedules, Student Handbook, and for observing all regulations and procedures relating to the program being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.

A student must satisfy the requirements of the catalog in force at the time that he or she is admitted to and begins course work in a degree program, or the student may, with the consent of the program advisor, graduate under a subsequent catalog provided the student complies with all the requirements of the later catalog.

***RESPONSIBILITY FOR FOLLOWING ALL POLICIES AND MEETING ALL REQUIREMENTS AND DEADLINES FOR GRADUATION RESTS WITH THE STUDENT.***

**B. ACADEMIC ADVISING AND STUDY ABROAD CENTER (T.C. Ching Hall 252)**

1. Check your status online prior to the start of pre-registration for any holds. *All holds must be cleared before a student is able to register for classes.* The following students will have Advising Holds on their account and need to see the Academic Advising and Study Abroad Center:

- a. Students on academic probation;
- b. Success Program students;
- c. Students who first enrolled at Chaminade University in the Fall 2010 semester;
- d. Students who have completed 45+ credits and have not officially declared a major.

2. If you have any questions or concerns regarding registration, make an appointment with your advisor. You are strongly encouraged to meet with your advisor BEFORE pre-registration begins.

- a. If you have officially declared your major, see the faculty advisor in your major. Check your student profile in ECollege to identify who your major and minor advisors are, and their contact information.
  - b. If you have not declared your major, meet with an advisor in the Academic Advising and Study Abroad Center.
3. Check the catalog in force at the time that you were admitted to and began course work in a degree program for the program requirements, or with the consent of the program advisor, you may change to a subsequent catalog provided you comply with all the requirements of the later catalog.
4. Check the Catalog (<http://www.chaminade.edu/catalog>) when making course selections to ensure that you have completed all prerequisites for courses you wish to take. Also note that EN 102, and COM 101 are prerequisites for all upper division courses.

#### **C. CONCURRENT REGISTRATION**

If you plan to enroll concurrently with the University of Hawaii system or other institutions, written course approval must be obtained from the Enrollment Specialist, Marlene Baker (T.C. Ching Hall 3), prior to your registration with the other institution to ensure transferability.

#### **D. HEALTH CLEARANCE**

State of Hawaii law requires a health clearance before a student may register. New students should perform health clearance processing prior to registration. You may obtain your clearance from the Student Affairs division. Please contact the Student Services Coordinator, Blaise Baldonado (Student Support Services 103), if you have any questions.

## **E. GRADUATION**

Students completing all requirements for graduation by the end of the Fall Day 2010 semester or Spring Day 2011 semester need to:

1. File their Petition for the December 2010 Graduation with the Records Office no later than Friday, September 10, 2010.
2. File their Petition for the May 2011 Graduation with the Records Office no later than Tuesday, February 15, 2011.

## **F. TUITION AND FEES**

1. The payment of tuition and fees for registration is due in the Business Office no later than Monday, August 23, 2010. The university reserves the right to cancel any registration for outstanding financial obligations or academic action.

a. If paying by mail, send check or money order to the Business Office. Please make your check payable to Chaminade University of Honolulu.

b. Payments may be made by major credit card, i.e. VISA, MasterCard, American Express, etc.

Hawaii banks have a six working day holding period on out-of-state checks. To clear book and living expenses for the first month, students should bring U.S. Postal Service Money Orders or Traveler's checks in denominations of \$100 or less. International students should establish a relationship with a financial institution prior to arriving in Honolulu. Students receiving Financial Aid should bring with them sufficient funds to cover books and living expenses while forms are being processed.

### 2. Tuition Payment Plan

Together with a private firm, Chaminade University offers a tuition payment plan. This plan allows students to pay tuition on a monthly basis. There is a start-up fee but no monthly finance charges. For more information, contact the Business Office at (808) 735-4898.

**TUITION & FEES**  
**2010- 2011**

**REGULAR DAY SESSION**

Full-time Undergraduate (12 to 19 semester hours)

On Campus, per semester ..... \$8,800 + Applicable Lab fees. (see below)

NOTE: Students who have paid full-time tuition for fall or spring semester may enroll in a combination of undergraduate and AEOP classes up to a total of 19 semester hours. Full-time tuition for the fall semester will cover enrollments in the fall undergraduate and the fall AEOP terms. Full-time tuition for the spring semester will cover enrollments for the spring undergraduate and the winter AEOP terms. Students taking 12 to 19 semester hours of course work in the 16 week session or any combination of 16 week and 10 week courses, in the above listed terms, will pay full-time tuition. Any semester hours over 19 will be charged at the undergraduate rate per semester hour.

Part-time Undergraduate on Campus

(Day and Weekends) Per semester hour . . . . . \$587

(Lab fees will be added to part-time enrollment. See “lab fee”)

Student Government and Publication Fees. . . . . \$70

Per Semester

Laboratory and Studio Art Fees (Applicable to Full and Part Time enrollments)

Art 101 . . . . .	\$55
Computer Science Laboratory, Per Lab course . . . . .	\$55
Business . . . . .	\$9
Science Laboratory, Per Lab course . . . . .	\$55
Art Studio, Per Studio Course . . . . .	\$55
Interior Design (100 or 200 level), Per Studio Course . . . . .	\$35
Interior Design (300 or 400 level), Per Studio Course . . . . .	\$75
Ceramics/Sculpture Studio, Per Studio course . . . . .	\$85
Undergraduate O&P-Education . . . . .	\$55
Music, art & creative movement (ED 215) . . . . .	\$25

Music, art & creative movement (ED 450)	. . .	\$55
Individualized Performance course, Per Credit	. . .	\$175
Live Text Fee (ED 220)	. . .	\$94

**OTHER SPECIAL TUITION CHARGES**

Credit by Examination		
Per examination	. . .	\$587
Credit Granted for Experiential Learning		
Per examination	. . .	\$587

**Independent/Individualized Directed Study**

Full-time students taking more than one Individualized Study course or Part-Time

Per semester hour	. . .	\$587
-------------------	-------	-------

**OTHER FEES**

Application for Admission	. . .	\$50
Matriculation Fee (Fall Day & new students only)	. . .	\$160
Tuition Deposit	. . .	\$150
Late Payment Fee	. . .	\$100
Late Registration (August 20 to August 28)	. . .	\$100
Graduation		
Undergraduate Degree	. . .	\$155
Undergraduate with Two Baccalaureate Degrees	. . .	\$233
Transcript of Record		
Per Transcript	. . .	\$7
Instant! - Processed immediately upon receipt	. . .	\$14

***NOTE: Normal transcript processing is 5 working days from request to outgoing mail. Be sure to allow for sufficient postal time. For mail to and from mainland allow 4-5 days each way, more during peak mailing seasons.***

Parking, each semester or session				
Automobile-Regular Session . . . . .				\$150
Motorcycle-Regular Session . . . . .				\$49
Moped & Bicycle (if parked in assigned areas) . . . . .				No charge

Room and Board Rates - please contact the Housing Office, for current rates at (808) 739-4648.

**G. WITHDRAWAL POLICY**

Withdrawals prior to the established deadline for each semester may be made without grade penalty. The notation W is recorded. The student is ultimately responsible for withdrawing from class when appropriate. The signature of the instructor of the course is required.

Students in the Undergraduate Day Program may Withdraw Without Record from a course until the last day of week 5 of a 15-16 week semester. Students in the Adult Evening and Online Program may Withdraw Without Record until Wednesday of week 3 of a 10-week term. In the case of undergraduate courses of other lengths, the last date of withdrawal will be set at the corresponding point of the term, that is, when the course is approximately 25% complete. If a student withdraws by this date, the course does not appear on the student’s official transcript. Withdrawal from a course after the last day of withdrawal without record will be noted as a W on a student’s transcript. The deadline for withdrawal will be listed in the term schedule of courses.

Only when the student presents written evidence such as military orders, a doctor’s statement, or other reasonable justifying documentation for post-deadline withdrawal will the request be approved.

**H. WITHDRAWAL CREDIT/REFUND POLICY**

If a student officially withdraws from the University, the student’s account will be credited for a return of tuition in accordance with the following schedules. This credit will first be applied to any unpaid charges. If the credit exceeds the unpaid charges, the excess will be refunded to the student, by check, within two weeks of the withdrawal. Fees are not refundable.

Undergraduate students who drop from full-time to part-time during the first three weeks of the session will be refunded the applicable percentage rate of semester hours dropped between 12 semester hours and their part-time hours as stated below. For example, a student dropping from 15 to 9 semester hours during the first week of school would receive a refund of 75% of the tuition for the 3 semester hours only (12-9 = 3 semester hours).

Exceptions to the withdrawal credit policy are made for first semester freshmen according to federal regulations.

#### Withdrawal for Undergraduate Session

Prior to the first day of the semester . . . . .	100% refund
During the add/drop period . . . . .	75% refund*
During the second week of instruction . . . . .	50% refund
During the third week of instruction . . . . .	25% refund
During the fourth week of instruction and thereafter . . . . .	No refund

\* The add/drop period is August 23 – 31, 2010.

### **I. RELEASE OF INFORMATION - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Chaminade University applies as policy the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) deals specifically with the educational records of students, affording students certain rights with respect to those records. These rights include:

1. The right to inspect and review their own educational records within 45 days of the day the University receives a written request for access. Students should submit to the Records Office written requests that identify the record(s) they wish to inspect. The Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment or correction of educational records that the student believes are inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student,

the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory academic or research, or support staff position (including security unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records to officials of another school in which a student seeks or intends to enroll.

4. The right to file complaints with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 500 Independence Avenue, SW, Washington, DC 20202-4605.

Chaminade University designates the following categories of student directory information. Such information may be disclosed by the University for any purpose, at its discretion.

Category I: Name, address, telephone number, dates of attendance, enrollment status, class.

Category II: Previous institutions attended, major fields of study, awards, honors (includes dean's List, degrees conferred including dates).

Category III: Past and present participation in officially-recognized sports and activities, physical factors (height, weight of athletes, date and place of birth).

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, currently enrolled students may withhold disclosure of any category of information. To withhold disclosure, written notification must be received in the Records Office at the time of registration or during the add/drop period. Forms requesting the withholding of directory information are available at the Records Office. Chaminade University assumes that failure on the part of any student to specifically request the

withholding of directory information indicates approval for disclosure. Requests for withholding of directory information are effective for one academic year.

The institution will honor your request to withhold any of the categories listed above but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that such information be withheld.

## **J. NOTICE OF NON-DISCRIMINATORY POLICY**

Chaminade University admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. Chaminade University does not discriminate on the basis of sex, race, color, sexual orientation, ethnicity, or national origin in the administration of its educational policies, scholarships or loans, athletic or other University administered programs.

Harassment and discrimination are specifically prohibited by state and federal law and any instance of harassment or discrimination may result in both civil and criminal liability on the part of the individual harasser as well as the University. Specifically, the University is committed to comply with the Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, Executive Order 11246, as amended the Age Discrimination Act of 1975, Titles VII and VIII of the Public Health Services Act, as amended, the Rehabilitation Act of 1973, the Equal Opportunities Employment Act of 1972, the Vietnam Era Veterans' Assistance Act of 1974, the Americans with Disabilities Act of 1990 and Hawaii Revised Statutes, Chapters 76, 78, and 378. The designated Title IX coordinator is Br. Frank Damm, Freitas Hall 211, phone 808 739-4645. For the full treatment of the Chaminade discrimination and harassment policy see the University Policy Manual Volume II Section 2.3.

## **K. DISCLAIMER**

All courses are subject to change without advance public notice. The University reserves the right to cancel or limit the enrollment in any class. Academic Advising and Study Abroad Center may also make changes to your schedule based on unsatisfactory academic progress. Be sure to print an updated version of your course schedule at the start of the semester to ensure your registration matches up with the classes you are attending.

**L. LEGEND**

1. ROOM - The letter in the "Room" column indicates the location of instruction, as follows:

BS = Behavioral Sciences Modular

WS = Castle Science Modular

E = Eiben Hall

ED = Education Modular

CT = T.C. Ching (Freitas) Hall

H = Henry Hall

INT= Online Course

K = Kieffer Hall

TBA = To be arranged

UHM = University of Hawaii-Manoa

M = Monday

Tu = Tuesday

W = Wednesday

Th = Thursday

F = Friday

Sa = Saturday