

CHAMINADE UNIVERSITY

Spring Day 2012

Schedule of Classes

Undergraduate Day Session

January 17 – May 10, 2012

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 January 17, 2012.**

Academic Year 2011-2012 Calendar

October 2011

3, Monday	Fall Evening/Graduate begins
10, Monday	Discoverers' Day holiday observed (no classes; offices closed)
22, Saturday	Senior Pre-registration for Spring Day 2012 semester
27, Thursday	Junior Pre-registration for Spring Day 2012 semester
31, Monday	Open Pre-registration for Spring Day 2012 semester

November 2011

4, Friday	Deadline to withdraw from 2011 Fall Day classes and last day to apply for credit/no credit option
11, Friday	Veterans' Day holiday observed (no classes; offices closed)
16, Wednesday	Interfaith Thanksgiving Services at 12:30pm (offices closed from 12:30pm-1:30pm)
24-25, Thursday - Friday	Thanksgiving Recess holiday observed (no classes; offices closed)

December 2011

2, Friday	Last day of Instruction for 2011 Fall Day
5-8, Monday -Thursday	Final Examinations for Fall Day 2011 semester
5, Monday (tentative)	Pre-registration for Winter Evening/Graduate
9, Friday	Last day to submit Clearance for December 2012 Graduation
9, Friday	Residence halls close at noon except for graduating seniors and residents staying during the Winter break
10, Saturday	Final Exams for Fall Evening
11, Sunday	Baccalaureate Service and Awards Ceremony to follow
12, Monday	Fall 2011 Commencement
13, Tuesday	Residence halls close at noon for graduating seniors
15, Thursday	Fall Evening/Graduate ends
26, Monday	Christmas holiday observed (offices closed)

2012 Spring Day Semester – January 17, 2012 - May 10, 2012

January 2012

2, Monday	New Year's holiday observed (offices closed)
9, Monday	Winter Evening/Graduate begins
11-12, Wednesday - Thursday	January Retreat (mornings only)
12, Thursday	New Students move into residence halls
12-15, Thursday- Sunday	New Student Orientation
13, Friday	Last day of regular registration for 2012 Spring Day
14, Saturday	Returning students move into residence halls
16, Monday	Martin Luther King Day holiday observed (no classes; offices closed)
17, Tuesday	2012 Spring Day Undergraduate Classes begin
17-25, Tuesday - Wednesday	Add-drop period for 2012 Spring Day
25, Wednesday	Add-drop period ends for 2012 Spring Day
25, Wednesday (tentative)	Marianist Founders' Day Mass 11:30 am (11:30 classes cancelled and offices closed from 11:30-1:30pm)

February 2012

14, Tuesday	Deadline to submit Petition for May 2012 Graduation
18, Saturday	Senior Pre-registration for Fall Day 2012 semester
20, Monday	Presidents' Day holiday observed (no classes; offices closed)
22, Wednesday	Ash Wednesday Lenten Service at 12:30pm (offices closed from 12:30-1:30pm)
23, Thursday	Junior Pre-registration for Fall Day 2012 semester
24, Friday (tentative)	Celebration of Service Learning
27, Monday	Open Pre-registration for Fall Day 2012 semester
27, Monday (tentative)	Registration for Spring Evening/Graduate

March 2012

17, Saturday	Final Exams for Winter Evening
21, Wednesday (tentative)	Winter Evening/Graduate ends
26, Monday	Prince Kuhio Day holiday observed (no classes; offices closed)
26-30, Monday - Friday	Spring Recess (no classes)

April 2012

2, Monday	Spring Evening/Graduate begins
2, Monday	Deadline to withdraw from 2012 Spring Day classes; last day to apply for credit/no credit option
5, Thursday	Holy Thursday (no Evening/Graduate classes on campus after 5:00 pm)
6, Friday	Good Friday (no day undergraduate classes; no evening/graduate classes on campus until after 5:00 pm; offices closed)
13, Friday (tentative)	Na Liko Na'auao – Celebration of Student Scholarship

May 2012

4, Friday	Last day of instruction for 2012 Spring Day
7-10, Monday - Thursday	Final Examinations for 2012 Spring Day
11, Friday	Residence halls close at noon for everyone except graduating seniors and students remaining for the summer session
13, Sunday	Baccalaureate Service and Awards Ceremony
14, Monday	Spring 2012 Commencement
15, Tuesday	Residence halls close at noon for graduating seniors
21, Monday (tentative)	Summer Session I begins

May 2012

28, Monday Memorial Day holiday observed (no classes; offices closed)

29, Tuesday (tentative) Registration for Summer Evening/Graduate

June 2012

4, Monday (tentative) Graduate Summer Institute begins

9, Saturday Final Exams for Spring Evening

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

11, Monday (tentative) Spring Evening/Graduate ends

22, Friday (tentative) Graduate Summer Institute ends

29, Friday (tentative) Summer Session I ends

July 2012

2, Monday (tentative) Summer II Session begins

2, Monday Summer Evening/Graduate begins

4, Wednesday 4th of July holiday observed (no classes; offices closed)

**SPRING DAY 2012
FINAL EXAMINATION SCHEDULE**

CLASS TIME

EXAM TIME

Monday, May 07, 2012

Tu Th 10:00 – 11:20 AM
MWF 9:30 – 10:20 AM
MWF 2:30 – 3:20 PM
ALL EN 101 & 102

8:30 – 10:30 AM
11:00 – 1:00 PM
1:15 – 3:15 PM
3:30 – 5:30 PM

Tuesday, May 08, 2012

Tu Th 8:30 – 9:50 AM
MWF 1:30 – 2:20 PM
Tu Th 1:00 – 2:20 PM
ALL JA 106, SPN 102

8:30 – 10:30 AM
11:00 – 1:00 PM
1:15 – 3:15 PM
3:30 – 5:30 PM

Wednesday, May 09, 2012

Tu Th 11:30 – 12:50 PM
MWF 11:30 – 12:20 AM
Tu Th 2:30 – 3:50 PM
MWF 4:30 – 5:20 PM

8:30 – 10:30 AM
11:00 – 1:00 PM
1:15 – 3:15 PM
3:30 – 5:30 PM

Thursday, May 10, 2012

MWF 8:30 – 9:20 AM
MWF 10:30 – 11:20 AM
MWF 3:30 – 4:20 PM
Tu Th 4:00 – 5:20 PM

8:30 – 10:30 AM
11:00 – 1:00 PM
1:15 – 3:15 PM
3:30 – 5:30 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	HI	=	History
AN	=	Anthropology	HLT	=	Hawaiian Leadership Training
AR	=	Art	ID	=	Interior Design
AS	=	Aerospace Science	JA	=	Japanese
BC	=	Biochemistry	KOR	=	Korean
BI	=	Biology	MA	=	Mathematics
BU	=	Business	MKT	=	Marketing
CH	=	Chemistry	MS	=	Military Science
CJ	=	Criminology & CJ	MU	=	Music
COM	=	Communications	NUR	=	Nursing
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
HA	=	Hawaiian			

Spring 2012
January 17 – May 10, 2012

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 2011 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 via the portal 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 pre-requisites for courses you wish to take. Also note that EN 102, and COM 101 are pre-requisites for all upper division courses.

C. NURSING PROGRAM

Block registrations for all second year students will be managed by the Nursing Program and students will be notified as to when the registrations are complete for all NUR courses. Thereafter, you may register for any additional courses based on your registration priority assignment.

D. 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.

E. 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, Nitaya Camacho (Student Support Services 103), if you have any questions.

F. GRADUATION

Students completing all requirements for graduation by the end of the Spring Day 2012 semester need to:

1. File their Petition for the May 2012 Graduation with the Records Office no later than Tuesday, February 14, 2012.

G. TUITION AND FEES

1. The payment of tuition and fees for registration is due in the Business Office no later than Tuesday, August 17, 2012. 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
2011- 2012

REGULAR DAY SESSION *(All Fees are Subject to Change)*

Full-time Undergraduate (12 to 19 semester hours)

On Campus, Per Semester \$9,150 + Applicable fees (see below)

Full-time Nursing Program (12 to 19 semester hours)

Per Semester.....\$11, 375 + Applicable 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 \$610

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

Part-time Nursing (1-11 or 20 + credits)

(Day) Per semester hour \$758

Student Government and Publication Fees. \$65

Per Semester

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

Art Studio \$55

Business \$9

Ceramics & Sculpture	\$85
Computer Science	\$55
eCollege – Online (Per registration)	\$93
Individualized Performance Courses, Per Credit	\$185
Interior Design (100 or 200 level)	\$35
Interior Design (300 or 400 level)	\$75
Live Text Assessment Fee (Per semester, Per student).	\$20
Materials Intensive Science Laboratory, Per Lab course	\$70
Music, Art & Creative Movement (ED 215)	\$25
Music, Art & Creative Movement (ED 450)	\$55
Science laboratory, Per Lab course	\$55
Undergraduate O&P-Education	\$55

OTHER SPECIAL TUITION CHARGES

Credit by Examination		
Per examination	\$610
Credit Granted for Experiential Learning		
Per examination	\$610

Independent/Individualized Directed Study

Full-time students taking more than one Individualized Study course or Part-Time		
Per semester hour	\$610

OTHER FEES

Application for Admission	\$50
Graduation		
Undergraduate Degree	\$165
Undergraduate with Two Baccalaureate Degrees	\$248
Late Payment Fee	\$100
Late Registration (January 17 to January 25).	\$100
Matriculation Fee (Fall Day & new students only)	\$170

Transcript of Record	
Per Transcript	\$7
Instant! - Processed immediately upon receipt	\$14
Tuition Deposit	\$150

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	\$160
Motorcycle-Regular Session	\$50
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.

H. 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.

Withdrawals by Nursing Program Students

Nursing majors may only withdraw from a nursing course one time and then must successfully complete the course with a grade of C or better to progress in the program. Individual circumstances may be subject to review by the Dean for additional consideration.

I. 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 January 17 – 25, 2012.

J. 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.

K. 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.

L. 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
CRHS = Crime House
CT = Clarence T.C. Ching Hall
E = Eiben Hall
ED = Education (Brogan) Modular
H = Henry Hall

INT = Online Course
K = Kieffer Hall
TBA = To Be Arranged
UHM = University of Hawaii at Manoa
WS = Sue Wesselkamper Science Center

M = Monday
Th = Thursday

Tu = Tuesday
F = Friday

W = Wednesday
Sa = Saturday