

## Chaminade University of Honolulu – Division of Student Affairs Student Referral Guide – Updated January 28, 2020

We encourage you to reach out to departments directly whenever possible as more often than not, the front desk person can speak to your concerns. If you feel your call is more sensitive or confidential, please feel free to ask for the Director of that department.

### When a student/advisee is...

- Emotionally distressed or having suicidal thoughts
  - Counseling Center, (808) 735-4845, (808) 735-4603, [counselingcenter@chaminade.edu](mailto:counselingcenter@chaminade.edu)
  - After hours or no answer, call Crisis Line of Hawaii, (808) 832-3100 or
  - Campus Security, (808) 735-4792, or
  - Dial 911 and/or go to the nearest emergency room
  
- Posing a threat to others:
  - Campus Security, (808) 735-4792
  
- Out of class for unknown reasons
  - Office of Office of Advising & Career Development, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
  
- Physically ill
  - Campus Security, (808) 735-4792
  - Housing Coordinator - Residence Life, (808) 739-4846
  - Call 911 if this is a life threatening situation
  
- Alleged to have violated the Academic Honesty Policy
  - *Where a faculty member observes or discovers the dishonesty:*
    - Faculty member or the faculty member may choose to refer the incident to the Dean or Graduate Program Director.
      - If the Dean or the Director is the instructor in question, the concern shall be directed to the Vice Provost for Academic Affairs
      - If the Vice Provost is the instructor in question, the concern shall be directed to the Provost.
    - If the faculty member chooses to confront the situation and it is not satisfactorily resolved, the matter may then be referred or appealed to the Dean or Director.
  - *If alleged academic dishonesty is reported to a faculty member by a third party:*
    - Faculty member will meet with the Divisional Dean or Graduate Program Director to determine how to handle.
    - Academic Divisional Dean or Program Director
  
- Suspected of being missing (for students who live on campus)
  - Director of Residence Life, (808) 735-4721
  - Campus Security, (808) 735-4792, [Security@chaminade.edu](mailto:Security@chaminade.edu)
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)

- Alcohol or other drug concerns
  - Counseling Center, (808) 735-4845, (808) 739-4603, [counselingcenter@chaminade.edu](mailto:counselingcenter@chaminade.edu)
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
  - Director of Residence Life, (808) 735-4721
  - Judicial Affairs Officer, (808) 440-4275
  
- Title IX concerns: Including sexual harassment and sexual assault
  - Vice President for Human Resources and Legal Affairs, (808) 739-8597
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
  - Campus Security, (808) 735-4792, [Security@chaminade.edu](mailto:Security@chaminade.edu)
  - For a confidential consultation for students, contact the Director of Counseling Services at (808) 735-4845, or Office of the University Chaplain at (808) 739-8339
  
- Having roommate issues in the residence halls
  - Resident Assistant
  - Residence Life Staff, (808) 739-4648

**When a student/advisee needs...**

- Advice about a Withdrawal, temporary leave, or Transfer to another school
  - Office of Office of Advising & Career Development, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)
  - Records Office, (808) 735-4722, [records@chaminade.edu](mailto:records@chaminade.edu)
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
  
- Advice about a Medical or Emergency Withdrawal
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
  
- Advice about being a Student Athlete
  - Athletics Administration, Coaches, (808) 735-4790
  
- Advice about Finances
  - Financial Aid Office, (808) 735-4780
  - Business Office, (808) 735-4711
  
- Assistance and/or testing for a learning difference or disability
  - Counseling Services, (808) 735-4845, [counselingcenter@chaminade.edu](mailto:counselingcenter@chaminade.edu)
  
- To inform professors that they will be absent from class for a week or more due to sickness or family emergency
  - Contact the faculty members directly via e-mail
  - Office of Advising & Career Development, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)

- Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
- Spiritual or Religious support
  - Campus Ministry, (808) 735-4774
  - University Chaplain, (808) 739-8339
  - Office of the Rector, (808) 735-4835
- Help connecting socially or getting involved on campus
  - Student Activities & Leadership, (808) 739-4688
  - Campus Ministry, (808) 735-4774
- Advice about strategies for addressing academic warning or probation
  - Office of Advising & Career Development, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)
- Need assistance for ADA Accommodations, including short-term injury
  - Counseling Services, (808) 735-4845, [counselingcenter@chaminade.edu](mailto:counselingcenter@chaminade.edu)
  - Campus Security, (808) 735-4792, [security@chaminade.edu](mailto:security@chaminade.edu)
- Information about how to get tutoring, would like to become a tutor
  - Tutor Coordinator, (808) 739-8305
  - Office of Advising & Career Development, (808) 735-4815 [advising@chaminade.edu](mailto:advising@chaminade.edu)
- Career counseling or advice about community engagement, career opportunities, and internships
  - Career Specialist (Office of Advising & Career Development), (808) 735-4724, [advising@chaminade.edu](mailto:advising@chaminade.edu)
  - Student's Faculty Advisor
  - Office of Undergraduate Research & Pre-Professional Programs, (808) 739-8390
- To make a complaint about a faculty member or complaint/appeal about a grade
  - Faculty member (initial step, if possible)
  - Program Director or Division Academic Dean (if unable to resolve with faculty member)
  - Office of the Provost (if unable to be resolved at lower levels), (808) 735-4825
- To make a complaint about discrimination or harassment, including that based on religion, race, disability, etc.
  - Vice President for Student Affairs/Dean of Students, (808) 735-4710, [deanofstudents@chaminade.edu](mailto:deanofstudents@chaminade.edu)
  - Vice President for Human Resources and Legal Affairs, (808) 739-8597
- Information on how to log into a campus computer, a question about Canvas, or their student e-mail
  - Help Desk, (808) 735-4855, [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu)
- To select and declare or change his/her major/minor
  - Office of Advising & Career Development, (808) 735-4815 [advising@chaminade.edu](mailto:advising@chaminade.edu)
- To update his/her address with the University

- Records Office, (808) 735-4722, [records@chaminade.edu](mailto:records@chaminade.edu)
- Part-time employment
  - Human Resources, (808) 739-7475
  - Office of Advising & Career Development, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)