

# Safety and Medical Referrals

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.

## ISSUE:

## REFER TO:

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 Hawaii CARES (aka 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

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 Housing & Residence Life (if related to a current student resident), (808) 735-4721

Title IX concerns: Including sexual harassment and sexual assault

--Title IX Coordinator, (808) 739-8350  
--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

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)  
--Director of Compliance, (808) 739-8350

Physically ill

--Campus Security, (808) 735-4792  
--Residence Life (if related to a current student resident), (808) 739-4846 (outside of business hours, contact Security who can access Residence Life staff)  
--Call 911 if this is a life threatening situation

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)

Need assistance for ADA Accommodations, including short-term injury

--Kokua Ike Learning Center, (808) 739-8305, [ada@chaminade.edu](mailto:ada@chaminade.edu)

# Academic Referrals

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## ISSUE:

## REFER TO:

Out of class for unknown reasons

--Office of Student Success, (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)

Alleged to have violated the Academic Honesty Policy

If faculty member observes/discovers dishonesty:  
Chain of command: from faculty member to the Dean or Graduate Program Director; then Dean/Director to the Vice Provost for Academic Affairs; then Vice Provost to the Provost.

If faculty member confronts the situation and it is not satisfactorily resolved, the matter may then be referred or appealed to the Academic Dean or Director.

If alleged academic dishonesty is reported to a faculty member by a third party:  
--Faculty member will meet with the Academic Dean or Graduate Program Director to determine how to handle.  
--Refer to Academic Divisional Dean or Program Director

Advice about a Withdrawal, Leave of Absence, or Transfer to another school

--Office of Student Success, (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)

Assistance and/or testing for learning difference /disability, ADA accommodations, short term injury

--Kokua Ike Learning Center, (808) 739-8305, [ada@chaminade.edu](mailto:ada@chaminade.edu)

Information about how to get tutoring, would like to become a tutor

--Assistant Director of Learning Assistance, (808) 739-8305  
--Office of Student Success, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)

Inform professors on absences from class for a week or more due to sickness or family emergency

--Contact the faculty members directly via e-mail  
--Office of Student Success, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)

Advice about strategies for addressing academic warning or probation

--Office of Student Success, (808) 735-4815, [advising@chaminade.edu](mailto:advising@chaminade.edu)

Career counseling or advice about community engagement, career opportunities, & internships

--Office of Student Success, (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 select and declare or change student's major/minor

--Office of Student Success, (808) 735-4815 [advising@chaminade.edu](mailto:advising@chaminade.edu)

# Residents/DUG Referrals

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## ISSUE:

## REFER TO:

Suspected of being missing (for students who live on campus)

--Director of Housing & Residence Life, (808) 735-4721  
--Campus Security, (808) 735-4792, Security@chaminade.edu  
--Vice President for Student Affairs/Dean of Students, (808) 735-4710, deanofstudents@chaminade.edu

Having roommate issues in the residence halls

--Resident Assistant  
--Residence Life Staff, (808) 739-4648

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

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

--Office of Student Engagement, (808) 739-4688  
--Campus Ministry, (808) 735-4774

Information on how to log into a campus computer, a question about Canvas, or their student e-mail

--Chaminade Client Services, (808) 735-4855, cstechsupport@chaminade.edu

To update student's address with the University

--Records Office, (808) 735-4722, records@chaminade.edu

Part-time employment

--Human Resources, (808) 739-7475  
--Office of Student Success, (808) 735-4815, advising@chaminade.edu