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:**

- Emotionally distressed or having suicidal thoughts
  - --Counseling Center, (808) 735-4845, (808) 735-4603, 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
  - --Vice President for Student Affairs/Dean of Students, (808) 735-4710, 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
  - --Campus Security, (808) 735-4792, 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
  - --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

- Need assistance for ADA Accommodations, including short-term injury
  - --Kokua Ike Learning Center, (808) 739-8305, ada@chaminade.edu

Division of Student Affairs--Student Referral Guide
Academic 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:
- Out of class for unknown reasons
- Alleged to have violated the Academic Honesty Policy
- Advice about a Withdrawal, Leave of Absence, or Transfer to another school
- Assistance and/or testing for learning difference/disability, ADA accommodations, short term injury
- Information about how to get tutoring, would like to become a tutor
- Inform professors on absences from class for a week or more due to sickness or family emergency
- Advice about strategies for addressing academic warning or probation
- Career counseling or advice about community engagement, career opportunities, & internships
- To make a complaint about a faculty member or complaint/appeal about a grade
- To select and declare or change student’s major/minor

### REFER TO:
- Office of Student Success, (808) 735-4815, advising@chaminade.edu
- Vice President for Student Affairs/Dean of Students, (808) 735-4710, deansofstudents@chaminade.edu
- Office of Student Success, (808) 735-4815, advising@chaminade.edu
- Records Office, (808) 735-4722, records@chaminade.edu
- Vice President for Student Affairs/Dean of Students, (808) 735-4710, deansofstudents@chaminade.edu
- Kokua Ike Learning Center, (808) 739-8305, ada@chaminade.edu
- Assistant Director of Learning Assistance, (808) 739-8305
- Office of Student Success, (808) 735-4815, advising@chaminade.edu
- Office of Student Success, (808) 735-4815, advising@chaminade.edu
- Office of Student Success, (808) 735-4724, advising@chaminade.edu
- Student’s Faculty Advisor
- Office of Undergraduate Research & Pre-Professional Programs, (808) 739-8390
- 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
- Office of Student Success, (808) 735-4815, advising@chaminade.edu
Residents/DUG 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:**

- 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

**REFER TO:**

- Advice about being a Student Athlete
  - Athletics Administration, Coaches, (808) 735-4790

- Help connecting socially or getting involved on campus
  - Office of Student Engagement, (808) 739-4688

- 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