

Aloha!

On behalf of the Residential Life Office, we would like to welcome you to Chaminade University, and particularly to its residential community. You are about to join 400 students who call our various residential communities home. Becoming a member of this unique and challenging community is an opportunity for you to expand and grow in all areas of your life.

Chaminade is committed to achieving excellence both in and out of the classroom. In conjunction with other offices in the Division of Student Affairs, the Residential Life Office seeks to provide students with ample opportunities to grow culturally, intellectually, psychologically, socially, physically, and spiritually. We invite you to utilize these opportunities.

There is more to living in our residential community than just having a place to sleep and study. Your residence hall room or apartment will be the place to develop friendships, become involved in decision making, take on leadership roles, plan and participate in activities, take on responsibilities, and just have fun.

It has been proven that students who live in the residence halls or apartments often get better GPAs, are better connected to the University, make better use of University services (*such as tutors, the library, the computer lab, and campus wide student activities*), and are overall more pleased with their University experience. Our objective is to create and support an environment where students can grow toward their academic and personal potential. You have made a great decision to join and be a part of our residential community.

If you have further questions, please do not hesitate to contact any of the Residential Life staff members at (808)739-4648. Our office is located in Kieffer Hall, Room 11. It is our hope that this academic year is a rewarding and challenging experience for you.

Sincerely,

Venus Ituralde
Director of Residence Life

Rachael Ruiz
Residence Hall Director

Cayla Earl
Residence Hall Director

Dayna Bareng
Residential Life Housing Coordinator

Contents

Aloha!	1
BUILDINGS	6
Hale Lokelani.....	6
Hale Pohaku	6
Kieffer Hall:	6
Date Street Apartments:	6
Waialae Avenue Apartments:	6
Residential Life staff.....	8
Desk Assistants (DA).....	8
Resident Assistants (RA).....	8
Residence Hall Directors (RD).....	8
Residential Life Housing Coordinator/Office Manager (HC).....	8
Director of Residence Life (DRL).....	8
Community Development Goals.....	9
Living with Roommates/Suitemates	10
Sharing	10
Reacting	10
Housekeeping.....	11
Visitation.....	11
Communication.....	11
Roommate Rights and Responsibilities	12
Physical Environment	13
Academic Environment	13
Emotional Environment.....	13
Social Environment.....	13
Residence Hall Association (RHA)	14
Resident Assistants	14
Desk Assistants	14
Student Code of Conduct.....	15
Abuse: Verbal or Physical	15
ADA Accommodations.....	15
Airborne Objects.....	15

Air Conditioners.....	15
Alcohol.....	15
Designated Drinking Apartments	16
Alcohol Containers (Empty).....	16
Amplified/Acoustic Instruments and Excessive Noise.....	17
Balconies/Lanais	17
Barbeques.....	17
Bicycle/Moped Regulations.....	17
Bus Pass	18
Breaks (Thanksgiving, Winter and Spring)	18
Bulletin Boards	18
Cancellation of Housing Contract.....	19
Candles/Incense and Flammable Products.....	19
Check In/Out Procedures	19
Cohabitation.....	21
Communicable Diseases	21
Confiscated Items.....	21
Courtesy and Quiet Hours.....	22
Damages/Littering/Vandalism	22
Disciplinary Records.....	23
Drugs-Illicit.....	23
Drug Paraphernalia	23
Electrical Appliances	23
Emergency Procedures.....	24
Fire Extinguishers	24
Fire Safety Regulations.....	25
Fresh Christmas Trees.....	25
Free Access	25
Fundraising/ Solicitation.....	25
Furniture.....	26
Group Gatherings.....	26
Guests.....	26
Hall Council.....	27

Hanging Objects.....	27
Hall Meetings.....	27
Hall Security	27
Harassment and Discrimination	27
Health Insurance	28
Health, Safety & Maintenance Inspections.....	28
Housing Contract	29
Hurricane Evacuation.....	29
Investigations	29
Incident Reports	29
Keys/ Locks	29
Keeping in Touch.....	30
Loss of Full-time Academic Status.....	30
Lost and Found	30
Maintenance Requests	30
Meal Plans.....	30
Missing Student	31
Non-Motorized Vehicles.....	32
Offensive odors.....	32
Painting/Room Decorating.....	32
Parental Notification of Disciplinary Sanctions	33
Parking	33
Personal Property	34
Pest Control.....	34
Pets.....	34
Private Agreements.....	34
Public Behavior.....	35
Publicity	35
Restricted Access (Banned Students)	35
Rooftops.....	35
Room Assignment.....	35
Room Assignment Procedures (Housing Lottery).....	35
Room Changes	36

Room Consolidations.....	36
Room Searches.....	36
Sanction Letters	37
Screens	37
Shuttles.....	37
Sinks.....	37
Smoke Detectors.....	37
Smoking (including E-Cigarettes) and use of Tobacco Products	37
Staff Requests	37
Vandalism (See Damage policy)	37
Video Cameras.....	38
Violence	38
Statement on Violence to Self.....	38
Visitation.....	38
Waterbeds, Portable Swimming Pools and Hot Tubs.....	38
Charges for Failure to Adhere to Housing Policies & Damage/Cleaning Fees.....	39

BUILDINGS

Hale Lokelani

Hale Lokelani is a two-story, suite-style residence hall that accommodates two/three residents per room that are the same gender by room/suite with a shared bathroom. Each room has an interior hallway entrance, built in closets, drawers and desks with a chair and twin bed for each resident. This hall is available for freshmen only.

Building address: 3140 Waiialae Avenue, Box #____
Honolulu, HI 96816

Hale Pohaku

Hale Pohaku is a three-story residence hall that accommodates two/three residents per room that are the same gender by room/suite with a shared bathroom. Each room has built in closets and drawers with a twin bed, desk and chair for each resident. Each suite offers a private exterior room entrance. This hall is available for freshmen and upperclassmen.

Building Address: 3140 Waiialae Avenue, Box #____
Honolulu, HI 96816

Kieffer Hall:

Kieffer Hall is an all-female residence hall accommodates single, double and triple rooms. This building offers shared and community bathrooms. Each room has an armoire, a twin bed, desk and chair for each resident. Each room has an interior hallway entrance. This hall is available for freshmen and upperclassmen.

Building Address: 3140 Waiialae Avenue, Box #____
Honolulu, HI 96816

Date Street Apartments:

Date Street is a seven-story apartment building that accommodates six residents that are the same gender in each apartment. The apartment has furnished bedrooms with a twin bed, armoire with drawers, desk and chair for each resident. Each apartment has a kitchenette furnished with a microwave, stovetop and refrigerator as well as an apartment-sized washer/dryer. This building is available for upperclassmen.

Building Address: 2942 Date Street, Apt. #____
Honolulu, HI 96816

Waiialae Avenue Apartments:

Waiialae Avenue is a four-story apartment building that accommodates two/three residents that are the same gender in each apartment. The apartment has furnished bedrooms with a twin bed, closet, desk and chair for each resident. Each apartment has a kitchen furnished with a range and refrigerator. This building is available for upperclassmen.

Building Address: 3353 Waiialae Ave., Apt. #____
Honolulu, HI 96816

Rooms

Single Occupancy

There are a limited amount of single rooms. These rooms are located in Kieffer Hall (all female residence hall) and Waialae Ave.

Standard Occupancy

Standard rooms are available in Kieffer Hall (all female residence hall), Hale Pohaku, Hale Lokelani and Hale Lokelani is a first year residence hall only. Kieffer Hall (all female residence hall) and Hale Pohaku house upperclassmen and first year residents.

Double Occupancy

Date St. has three bedroom apartments that accommodate six residents, two residents per room. In Waialae Ave., there are two bedroom apartments (one single bedroom and one double bedroom) that accommodate three residents.

Tripled Occupancy

Tripled rooms are available in Hale Lokelani and Kieffer Hall. The Residential Life Office reserves the right to triple rooms in residence halls and apartments when necessary.

Residential Life staff

There are many individuals interested in the development of both the community you live in and you as an individual. The central Residential Life staff consists of the Director of Residence Life (DRL), Residential Life Housing Coordinator (HC), Residence Hall Directors (RD) and the Resident Assistants (RA). These individuals are responsible for maintaining the residence halls. Listed below are our staff positions in the residence halls and apartments.

Desk Assistants (DA)

The residence halls (Hale Lokelani and Kieffer Hall) are designed with a front desk in each building. The Desk Assistants (DA) are students supervised by the RD and are responsible for monitoring building traffic and leisure equipment. The DAs are aware of different activities happening in the halls and are great informational resources.

Resident Assistants (RA)

The Resident Assistants are the primary contact and leaders in the residence halls and apartments. Like you, they are undergraduate students at Chaminade. They educate residents about community responsibilities and resources. RAs are responsible for facilitating programs that enhance a community atmosphere, informing and enforcing residents of rules, regulations, policies and procedures, providing peer support, referring residents to other professional resources, and responding to emergencies.

Residence Hall Directors (RD)

The Residence Hall Directors' role involves selection and training of RAs, first level student conduct responsibilities, and program development for the residence halls and apartments they oversee. RDs are "live-in" staff members that also supervise the RAs in their area.

Residential Life Housing Coordinator/Office Manager (HC)

The Residential Life Housing Coordinator is responsible for the processing of student housing applications, deposits and assignments. The HC handles the overall residence life maintenance coordination in collaboration with the Facilities Office and other campus departments. The HC is also responsible for the general office management of the Residential Life Office.

Director of Residence Life (DRL)

The Director of Residence Life is responsible for the out-of-class living/learning experience for all the students in residence. This includes residence life, residential student activities developmental programs and student code of conduct. The DRL coordinates the training and supervision of the professional, graduate and undergraduate student Residential Life staff.

COMMUNITY

Communities involve people and their interactions with each other, and are therefore constantly changing. In this regard, residence halls and campus apartments may be considered communities. The focus of the Residential Life staff is on building and becoming communities.

A residence hall contains several of the basic elements of community: a group of people who live in close proximity, who share a common purpose (education), who are interdependent on each other for the fulfillment of certain needs (e.g., security), and who interact on a regular basis. However, other important criteria - shared expectations, responsibility, respect and consideration - are not as easily or readily met. All members of the community must translate these concepts into positive policies, procedures and action. Although support, guidance and policy enforcement may be needed from the outside, these are the focal points of our efforts.

“Community Development” recognizes residence halls as communities. Residents and RAs work to develop a community that is congruent with the University mission, Marianist values and Residential Life goals.

Community Development Goals

1. Community members are familiar with each other.
2. Mutual expectations exist among members of the building.
3. Community members understand the expectations of other communities outside their building.
4. Community members respect the rights of other members of their community and the rights of other community members.
5. Community members understand and accept their personal responsibility, recognize and respect rules, regulations and policies as members of the community.
6. Community members develop a means for resolving interpersonal and inter-group conflicts.
7. Community members are aware of the facilities, services and activities available to them.
8. Community members coordinate and provide programs and activities to meet the holistic needs of the community members.
9. Community members cooperate with each other in exploring and satisfying both common and individual interests/needs.
10. Community members respect and enhance their physical environment.
11. Community members evaluate and provide feedback to their members and to the community as a whole.

THE RESIDENTIAL CURRICULUM

The Residential Curriculum is designed to provide a framework which assists the Residential Life staff in planning and providing a purposeful and fulfilling residential experience for our students.

The Curriculum is an outcomes-based experience with a tactic of resident-centered learning. In collaboration with the Residential Life staff, the resident becomes author and co-creator of an individualized learning experience.

The learning outcomes and objectives of the curriculum focus on assisting our residents in demonstrating personal development and cognitive growth as a result of living in the residential community.

Chaminade University's Residential Life Department is committed to providing residents an atmosphere of community and collaboration toward achieving their career aspirations through encouraging personal wellness and promoting academic resources available on campus.

Our three fundamental initiatives are personal wellness, academic resources and career aspirations. Each in turn supports our larger educational priority of developing our residents to be individuals of holistic integrity who realize their personal responsibility and social obligations.

ROOMMATES/SUITEMATES

Living with Roommates/Suitemates

In this section, we will discuss the importance of trust and respect in your living situation. You and your roommates/suitemates will be sharing the same living space for the entire school year.

Initially, it may be difficult to talk about your differences. To live together, you will need to realize and resolve your personal differences early in the relationship. The first step is to discuss the things each of you value, such as your backgrounds and lifestyles. Sharing background information is an easy way to get to know your roommates/suitemates. Topics such as birthdays, hometowns, academic interests, and knowledge of Chaminade are good starting points.

Sharing

After you have gotten acquainted, you and your roommates/suitemates should feel more comfortable discussing various other subjects. Take some time to talk about likes and dislikes. Other important facts that may help you get to know each other include personal preferences, habits, and characteristics. Be sure to listen carefully.

Reacting

To get along well with your roommates/suitemates, it is important to understand how he or she

feels in certain situations. If you can share your feelings and reactions in some of the following situations, you will be ahead of the game in understanding and empathizing with each other during the ups and downs of college life. Be sure to take some time to share these feelings.

The way I react when I am working under pressure is.... One of my pet peeves is... When I am depressed, I... When I would rather be alone I... The way I react to most people when I meet them is... Something that will usually cheer me up when I am down is... I usually let people know that I am angry by... Some things that make me tense are... I become easily annoyed by....

Some of the other issues to discuss are:

Housekeeping

One of the areas of conflict between roommates/suitemates is the cleaning of the room and bathroom. It may be helpful to write out who is responsible for cleaning what. You may also want to discuss what is and what is not clear on what is important and proceed from there. If your roommates/suitemates are not holding up their part of the deal, it is critical that you speak to your roommates/suitemates first. Discuss what the problem is and resolve the conflict or misunderstanding. If your roommates/suitemates do not respond to your conversation, then it is time to involve the RA. Remember, the longer you wait to address the problem, the more difficult it becomes.

Visitation

Meeting new people and developing friendships is what college life is all about. It is important to realize that even though you like to stay up until midnight talking and laughing with friends, your roommates/suitemates may need to sleep to be up for an 8:00 am class the next day. When you and your roommates/suitemates discuss visitors (when visitors can be there, when visitors need to leave, etc.), keep in mind the Chaminade policy regarding visitors; then work together to come to an agreement. Also, keep in mind that these agreements can change as your needs and/or your roommates'/suitemates' needs change.

The bottom line is that each of you has your own right to privacy and to decide when guests are appropriate. Mutual agreement, understanding and cooperation are essential for harmonious living.

Communication

By this time you have realized that communication is the key to successful residence hall living and interactions of all kinds. Always strive to keep those avenues of communication open. Chances are that if something is bothering you, it is bothering your roommate/suitemate, as well. It is not easy to keep your feelings bottled up inside. When you do, they manifest themselves in some other way. Be honest, be tactful, and be sensitive to your roommate's/suitemate's feelings. If you are finding it difficult to discuss an issue with your roommate/suitemate, approach your RA, who is a great sounding board and resource. Please try to avoid using social networks to communicate issues that are difficult to discuss. Respect the privacy of others and keep your personal issues within the content of face-to-face communication.

The Residential Life office considers the Chaminade email system correspondence as a legitimate form of informing students of pertinent information. Please make sure you check your Chaminade email account frequently.

Roommate Rights and Responsibilities

As stated previously, the enjoyment you receive from living on campus will largely depend on the relationship you have with your roommates and/or suitemates.

Consideration, communication and compromise are key factors to a positive on-campus experience. The basic roommate rights are as follows:

1. Freedom from undue interference. Unreasonable noise and other distractions inhibit this right. Each roommate has the right to expect that the other will inform them of behavior that is distracting.
2. The right to sleep and study without undue disturbance from noise or guests of roommate.
3. The expectation that each other's personal belongings will be respected. This means that you should ask permission to use or borrow things BEFORE using them.
4. The right to a pleasant environment. Standards for cleanliness should be agreed upon and fulfilled by all roommates/suitemates.
5. The right to have reasonable amounts of privacy agreed upon by all roommates/suitemates.
6. The right to have guests. Guests are to respect the rights of the roommate and other hall residents, and abide by all University and Residential Life rules, regulations, and policies.

Remember that all roommates and suitemates are equally responsible for:

1. Seeing that policies and guidelines are upheld in their room.
2. The right to ask Residential Hall staff for assistance in resolving conflicts when issues cannot be resolved by the roommates/suitemates themselves.
3. The right to be free from fear of physical and/or emotional harm.
4. Cooperation in the use of shared appliances and a commitment to honor payment agreements.

Students are encouraged to approach their RA and document the incident on an incident report form, if they feel these rights have been disrespected.

FLOOR AGREEMENTS

Mutual agreements between roommates/suitemates are very important. It is just as important to have an agreement among floor members regarding behaviors and standards outside of your individual rooms. Strong communities flourish when there is agreement among floor members.

Early in the semester, your RA will be discussing floor agreements. Although the previously established policies are to be upheld, each floor can enhance their community by discussing the environment they wish to promote. Some examples are:

Physical Environment

Approach individuals who are responsible for leaving areas unclean.
Watch for strangers and notify appropriate personnel if you see such individuals.
Report all vandalism to Residential Life staff.
Turn off electronic equipment when not in use.

Academic Environment

Study in groups.
Address individuals who are noisy.
Recognize those who achieve academically.
Maintain a healthy learning environment, with regard to noise, and visitors.

Emotional Environment

Respect each other.
Do not gossip about others.
Have a monthly floor meeting.
Be friendly.
Be considerate.
Be courteous and respectful on social media.

Social Environment

Invite others to go to a meal.
Have one social program every month.
Engage in extra-curricular activities.
Collect pictures for bulletin boards.
Be pleasant; say hello to each other.
Attend floor meetings. Build Community.
Utilize social networks responsibly.

These are just a few examples of what you and your floor members may agree upon. This is your chance to have an influence and impact on your floor. Do not miss the opportunity to contribute.

LEADERSHIP POSSIBILITIES

An important part of your college experience will be the time you spend in extracurricular activities. Taking part in these activities will help you meet people with similar interests. It will also give you the opportunity to do the things you like to do, as well as take on leadership roles to gain valuable leadership experience. Listed below are some unique leadership opportunities in the residence halls and apartments.

Residence Hall Association (RHA)

The purpose of RHA is to act as the governing body of the residence halls, to coordinate activities for the residents, to promote and protect the interests and concerns of the residents, and to serve as a liaison between the residents and the University. The RHA has two main goals: advocacy and event planning. Take advantage of the activities held. You have paid a (non-refundable) activity fee to cover the cost of the events offered.

Resident Assistants

RAs are fellow undergraduate male and female upper class students who are committed to making your college career at Chaminade both fun and safe. RAs have a multitude of responsibilities, including event planning, floor management, addressing inappropriate behavior, as well as creating a community of peers on the floor. It can be a rewarding, though at times difficult, job. RAs are enrolled full-time at the University, interact daily with the Residential Life Office, and are the best resource of information for both on campus and off campus events.

RAs are selected each spring for the following academic year. Please watch for further information in January regarding the RA application and selection process for the upcoming year.

Desk Assistants

Hale Lokelani and Kieffer Hall have Desk Assistant positions available at the beginning of the fall semester for work-study applicants only. The positions are an excellent way to learn about the university and develop leadership skills. DAs monitor the lobby areas, check out leisure equipment, and provide information to residents about programs and off campus resources. They meet regularly with a Residence Hall Director. They are encouraged to develop strong interpersonal skills through training and daily interaction with other residents and staff.

RESIDENTIAL LIFE POLICIES AND PROCEDURES

Student Code of Conduct

Please refer to the Student Handbook for the Following:

Student Code of Conduct	page 7
Student Disciplinary Rights	page 9
Prohibited and Restricted Conduct	page 16
Student Disciplinary Records	page 18

Abuse: Verbal or Physical

Each member of the Chaminade community must be treated with consideration and courtesy. Using offensive and demeaning language and/or physical violence toward another resident or staff member will not be tolerated. No student may, under any circumstances, use technology to harass any other person. For further information specific examples of harassment by technology please refer to the Student Handbook page 37 under the Title IX Policy.

ADA Accommodations

Residents are referred to the Counseling Center, 808-739-4603, to determine if they meet the criteria for ADA accommodations.

Airborne Objects

Throwing items/objects at other people, into or out of windows, doorways, or balconies/lanais; or in the interior area of the facilities is prohibited at all times. This includes, but is not limited to water balloons, and cigarette butts.

Air Conditioners

Air conditioners are prohibited in the residence halls and apartments with the exception of rooms in Kieffer Hall where some air conditioners are currently installed. Due to power constraints, air conditioners cannot be added or used in University rooms or apartments without the approval of the Residential Life Office.

Alcohol

In accordance with Federal and Hawaii State Law, which mandates sanctions and policing of substance abuse at the country's institutions of higher education, Chaminade University does not permit the purchase, possession, manufacturing, consumption, or furnishing of alcohol by persons under 21 years of age. Intentionally or knowingly providing alcoholic beverages to persons under the age of 21, or to persons observably inebriated, is not permitted on property owned or controlled by the University. Any individual present during a potential alcohol policy violation will be subject to investigation and possible sanctions regardless of participation level.

Displaying printed materials or flyers advertising alcohol in the residence halls or apartments is not permitted.

University student policy allows alcohol on campus in only two situations:

In residence hall rooms where all residents are 21 or over and all have requested, and been approved for, a Designated Drinking Apartment.

University sponsored events where the alcohol area is restricted to those who are 21 or over and is supervised by at least one faculty advisor, one member of the Dean of Students staff, and uniformed Honolulu Police Department personnel.

The University drug and alcohol policies are found in the University Policy Manual (Volume III, Section 3.1.9), in the *CUH Student Handbook*, and the *Guide to Residential Life*. Presentations are made annually at student orientation and at residence hall meetings to inform students of the University rules, regulations, and policies regarding drug and alcohol.

Designated Drinking Apartments

1. Residents who are 21 years old or older living in the Waialae Avenue or Date Street apartments are eligible to apply for a Designated Drinking Apartment (DDA).
2. All interested residents must complete the DDA application form and submit it to Residential Life Office for review.
3. Written approval from the DRL and the Dean of Students is required.
4. All residents must take responsibility for guest(s) in designated drinking suites.
Date Street residents may host 8 individuals (including the occupants) total in their apartment.
Waialae residents may host 4 individuals (including the occupants) total in their apartment.

Residents with any prior judicial history involving alcohol, drugs, and/or violence will be denied the privilege of a Designated Drinking Apartment based on those past incidents. When consumption of alcohol is occurring, all individuals present in the apartment MUST be of legal drinking age, whether they are consuming alcohol or not. All alcohol consumption should be done in a mature, moderate, and responsible manner.

Alcohol is never permitted in Hale Pohaku, Hale Lokelani, or Kieffer Hall, under any circumstances. Alcohol is permitted at Date Street and Waialae Avenue only in a DDA after the completed forms have been submitted and written authorization has been received from the Director of Residence Life and the Dean of Students.

Alcohol Containers (Empty)

Empty alcohol containers are not permitted in the residence halls or apartments with the exception of the DDA. This includes bottles, cans, boxes, or other items that previously contained alcohol. This policy is to protect any resident from being wrongfully accused of consuming alcohol in the residence hall and violating policy. If empty containers are present, the incident will be treated as an alcohol policy violation and residents may be subject to disciplinary action.

Amplified/Acoustic Instruments and Excessive Noise

Amplified instruments and drums of any kind may not be played in the halls under any circumstances. Acoustic instruments will require the approval from the Director of Residence Life. Residential Life staff reserve the right to prohibit the use of any instrument should it become necessary. It is recommended that if a resident likes to use heavy bass or high volume that they purchase headphones for their stereo. If there are repeated violations for excessive noise it may be required that the student send their stereo speakers home. We ask that all residents be considerate when playing their music.

Balconies/Lanais

Balconies/lanais should not be used for storage. Your balcony/lanai is not to be used to hang clothes to dry or to dispose of garbage.

Barbeques

Barbeques are permitted in designated areas only. They are not permitted on the balconies/lanais or stairways of the residence halls and apartments. At the Waiialae building, barbeques are not permitted at the back of the building.

Bicycle/Moped Regulations

Campus Security requests that students observe the rules listed below:

The serial number of the bicycle should be kept in a separate location by the student. Residents are encouraged to register the serial number of their bicycle with the Residential Life staff in their building. All moped owners must purchase a permit from the Business Office in order to park in designated parking areas on campus, at residence halls, and/or apartments

1. Students, faculty, and staff members should secure their bicycles/mopeds to University-provided racks located on campus.
2. Bicycles/mopeds left on racks during academic breaks are considered abandoned and will be removed. Please notify campus security if you wish to leave a bicycle/moped on campus during a break.
3. Students should check to see if their insurance coverage includes bicycle/moped theft.
4. Hawaii State Vehicle Laws apply to the operation of bicycles/mopeds. Citations are handled as regular driver violations.
5. Securing bicycles and mopeds to handrails in stairwells or on walkways is prohibited.
6. Bicycles/mopeds may not be stored on walkways or stairwells of the residence halls and apartments. For safety reasons, they must not be attached to railings, stairways, or exit areas.
7. Students may be billed for damages to facilities caused by bicycles/mopeds being stored in the rooms.
8. Hooks for hanging bicycles are prohibited in the residence halls and apartments.
9. The University does not provide electrical chargers for mopeds or vehicles.
10. The University is not responsible for stolen or damaged bicycles, mopeds, or vehicles parked on University property.

Bus Pass

Semester bus passes may be purchased at the Business Office. Monthly bus passes are also available throughout the semester at the Business Office.

Breaks (Thanksgiving, Winter and Spring)

Residence halls and apartments remain open during the Thanksgiving Break for no additional charge. For those with meal plans, dining service hours are limited during this time. Check the bulletin boards at the Silversword Café in Tredtin Hall for hours and schedule. Refer to <http://chaminade.campusdish.com> for more information.

Residence halls and apartments close for the entire Winter Break in December and January, unless special arrangements have been made through the Residential Life Office for an exception. Residents are permitted to leave their personal belongings in their room at their own risk during break unless otherwise specified by the Residential Life staff. Each resident is encouraged to take all essential personal items such as medication, jewelry, electronic devices, and laptop computers during the break. The University is not responsible for any damaged, lost, or stolen items. Residence halls and apartments will be locked during this period. They will not be accessible. Unauthorized entry into the residence halls and apartments during the Winter Break is prohibited.

Those who need to remain on campus during the break for distance or financial reasons must apply to do so with Residential Life Office in mid-November. An interim contract for Winter Break housing needs to be completed. There is no dining service provided during Winter Break. Please note that any judicial history will be taken into consideration when reviewing the applications to remain for break. All Winter Break residents will be consolidated into one building on campus. Due to security reasons, residents interested in winter housing must coordinate with another resident and their roommates/suitemates living in the designated building for permission to reside in their room for the Break. The Residential Life staff will not be responsible for the coordination of housing during the Winter Break. There are additional charges for Winter Break housing. Information regarding the rates is available at the Residential Life Office.

Residence halls and apartments remain open during Spring Break. Residents hosting guests during this Break must register them in the Residential Life Office. Guests are subject to the guest policy. The resident will be charged a fee for any overnight guest.

Summer housing is available for a limited period. All students interested in summer housing must be enrolled in a summer class to be eligible. Applications are available at the Residential Life Office.

Bulletin Boards

Residents are expected to be aware of the contents of bulletin boards. The Residential Life Office must approve all announcements posted in residence halls and apartments. Postings will require a stamp from the Residential Life Office.

Cancellation of Housing Contract

Please review the Terms and Conditions of the Housing Contract on the back of your application for further information. THE HOUSING CONTRACT IS FOR THE FULL ACADEMIC YEAR.

Candles/Incense and Flammable Products

Candles, incense, and any other flammable products are fire and safety hazards and, therefore, may not be used or stored in student occupied rooms at any time. This policy extends to items including, but not limited to, fireworks, gasoline, butane, propane gas, charcoal, lighter fluid, and other explosives.

Check In/Out Procedures

All residents are required to follow designated check-in and checkout procedures. Details on current procedures are available from the Residential Life Office and will be reviewed at the mandatory hall meetings each semester. Failure to adhere to such procedures will result in a \$100 fine.

Check-in

Check-ins will be conducted from 8:00 am to 8:00 pm on designated move-in days. These dates are published in the University calendar. There will be no new resident check-ins during the month of December, due to final exams. Students unable to check-in by 5:00 pm on the first day of classes MUST notify the Residential Life Office in advance, in order to avoid a cancellation of their assigned room.

A room inspection will be conducted by the resident at check-in. This is to ensure that the room is in satisfactory condition and that the resident is not charged for pre-existing conditions in the room. It is very important that the Room Condition Report form is detailed and descriptive about any damages already present in the room. The RD and/or a Maintenance staff member will assess the room at check-out for damages sustained during the resident's stay. Any damages or additional cleaning needs will be charged to the student's account.

Room charges will be prorated for residents checking into housing one week after the designated semester check-in date. Parking permit charges are not prorated.

Early Arrival

All early arrival requests must be submitted in writing to the Residential Life Office at least three weeks prior to the requested arrival date. All approved requests will be assessed the daily rate listed in the University fee schedule for early arrival until the designated check-in date. Dates for early arrival are limited to one day prior to the designated check-in date which are determined on a case by case basis with exception to the following:

Early arrival requests will only be granted in the following situations:

- 1. Residents with flights from islands/countries who have limited flights exiting their**

country of origin. Itineraries must be attached to the request. The charge for the early arrival will be billed to the student's account.

2. **Student Athletes who are scheduled to live in residence halls and scheduled for pre-season training.** Upon request by the Athletics Department, student athletes may check in one day prior to the predetermined date. Unless designated by the Director of Athletics, the Athletics Department will be charged the rate as listed in the fee schedule.
3. **Students involved in leadership programs previously approved by the Dean of Students Office.** The student leaders may check in one day prior to the program. The Department who is overseeing the program will be charged the rate as listed in the fee schedule.

New residents may request an earlier arrival of one day prior to the designated check-in day. Approval will be determined on a case by case basis.

Returning and new residents who arrive before the official check-in date without notification will be charged a penalty fee of \$100 and the per day cost of housing, until the designated check-in date.

Check-out

Check-outs occur when a resident leaves the University or does a room change throughout the semester. In general, a check-out must be completed by 12:00pm noon in the designated check-out day unless otherwise instructed by the Residential Life staff. If a resident is withdrawing from the University, the resident must complete the withdrawal form, which can be obtained from the Dean of Students Office (located in HH 221), before an RA can conduct the check-out. Each person must check out of his or her own room in person. Friends, family, or roommates/suitemates cannot conduct the check-out for the resident.

All personal possessions must be removed from the room prior to check-out. It should be clean, with all trash removed and in the same condition that the room was when check-in occurred. During the last room inspection, the RA will initially assess damages prior to the last day of check-out. After the residents have vacated the building, a thorough inspection of the rooms will be conducted by the RD and the Maintenance staff. If any further damages or cleaning issues are found, additional charges may be added. At this time all charges will be sent to the Business Office and will be added to the student's account.

If the resident is not returning to housing, these damages will be deducted from the \$300.00 damage deposit each student paid. All items left behind and not properly checked into storage will be donated or discarded for a fee. Residents are advised to negotiate room conditions with room/suitemates to avoid unnecessary charges otherwise all residents will be held responsible. Forms to facilitate this process can be found on the Chaminade portal.

Late Check-Out

Students involved in academic projects are permitted to stay one day after the designated check-out date without a charge. The student must submit a written request to the Residential Life Office, with a letter of faculty approval, one week prior to the check-out date.

Residents who have flights scheduled to depart after 12:00pm on the designated check-out date

and have submitted a written request including their itinerary on the Friday before exam week to the Residential Life Office will be permitted to remain in the hall until their departure time on that day. If the resident's flight departs after the designated check-out time/date and the resident has not obtained permission for a late checkout, an improper check-out fee and an overnight fee will be charged to the resident's account.

Cohabitation

Based on values and beliefs at Chaminade, as well as out of respect for the rights and privacy of roommates and suitemates, cohabitation is not permitted in campus housing.

Cohabitation is defined as persons of the same or opposite gender engaging in sexual activity in any residence hall or apartment. This includes both resident rooms and public areas (bathrooms, lounges, meeting rooms, etc.).

All guests must adhere to University rules, regulations, policies, and procedures. Roommates/suitemates have a right to privacy that should be respected at all times. Guests must be approved in writing by your roommate, the RA for your living area, and your RD.

Communicable Diseases

Communicable diseases are transmitted from one person to another by direct contact, through inhalation, droplets, or through contact with contaminated objects. If a resident is diagnosed with a communicable disease, he/she must inform the Director of Residence Life and/or the Dean of Students immediately upon being notified of his/her condition. Examples of communicable disease are, but not limited to, chicken pox, measles, mumps, mononucleosis, meningitis, tuberculosis, etc.

Residents diagnosed with certain communicable diseases must be isolated during the infectious period of their illness. Therefore, they may not physically attend class or be present in the dining hall or residence halls. There is no provision made by the University for residents who are required to leave residence halls. Residents with communicable diseases who live in residence halls must consider living with relatives, moving home, or checking into a hotel until the infectious period has passed. All off-campus housing, travel, and/or meal expenses will be the responsibility of the resident. Residents who have been diagnosed with a communicable disease must receive medical clearance from a licensed physician in order to return to campus. For additional information, refer to the Student Handbook.

Confiscated Items

The Residential Life staff will keep all confiscated items (except those prohibited by law) until the end of the current semester. At that time, it is the responsibility of the resident to request the confiscated item and remove it from the residence hall. Items that are unclaimed become the property of Residential Life and may be disposed of as deemed appropriate. Items which are illegal (e.g., drug paraphernalia, drugs, weapons) will be turned over to the Honolulu Police Department (HPD) and not returned to the resident. Paraphernalia not confiscated by HPD will be destroyed and disposed of by the resident under the supervision of the Residential Life staff

and/or Security.

Courtesy and Quiet Hours

A reasonable level of quiet is expected to be maintained 24 hours a day, 7 days a week. There is a need to sustain an atmosphere in the living environment that is conducive to learning and allows residents to sleep, study and have a degree of privacy in their rooms. It is every resident's responsibility to maintain a level of quiet that is acceptable to all residents. If asked to "turn it down" even before official Quiet Hours, it is expected that the resident will comply with the reasonable request of his/her peers and/or staff member. The right to sleep or study supersedes the right to engage in social activity. Social functions involving music or other noise must be concluded by quiet hours.

Quiet Hours:

Friday and Saturday	12:00am Midnight to 8:00 am
Sunday through Thursday	10:00 pm to 8:00 am

Quiet Hours: Finals Week

From midnight on the last day of classes each term, through the closing of the halls for that term, quiet hours will be in effect 24 hours per day. Any noise emanating from any private study/bedroom to any public area is prohibited. Noise in any public or semi-private area that permeates any private study/bedroom is prohibited. Excessive noise in any outside areas adjacent to the halls is prohibited. Any resident found in violation will be charged a fee of \$25.

Residents are reminded that final exam periods usually create a level of increased stress for everyone. It is expected that residents will cooperate with all requests from fellow residents and/or staff to control noise and/or other activities which disturb the academic environment of the halls during these time periods.

Damages/Littering/Vandalism

Damage/littering/vandalism is prohibited in the residence halls and apartments. In order to promote cleanliness, trash cans are conveniently located in and around the residence halls and apartments. All room trash should be taken to the dumpsters (located in front of Waialae Ave., Date Street, between Hale Lokelani and Hale Pohaku, and across from Kieffer Hall). Residents are reminded that financial liability for damages/vandalism may result in restitution and/or loss of common area privileges. Repeated vandalism has a direct impact on fines and fees if no responsible party is found or comes forward. If damages or vandalism occur in an apartment or suite, everyone residing in that apartment or suite will be held responsible for the damages unless a responsible party is identified. The charges will be distributed equally between the occupants and their student accounts will be billed. Terms for appealing the damage charges will be outlined in the final damage listing sent by the RD at the end of each semester.

Common Areas

Damages caused in common areas that cannot be attributed to the responsible party will be charged to all the residents of that building. Common area charges may not be appealed.

Disciplinary Records

Residents may request to review their disciplinary records. All requests must be made with the office where said records are kept, i.e. Residential Life, Judicial Affairs, and must be made at least one week prior to the date of viewing. When said request is made, names of other residents appearing in the disciplinary records will be redacted to protect their privacy. In addition, the review of records will be made in the presence of a Chaminade University employee. No photocopies of said records will be given to the resident making said request, and no pictures or other reproductions will be allowed, unless ordered by a court with proper jurisdiction. The resident will not be allowed to remove the disciplinary file and/or any contents of his/her disciplinary records from the viewing room, but will be allowed to take written notes.

Drugs-Illicit

Chaminade University prohibits the possession, manufacture, consumption, sale, and furnishing of illegal substances, including narcotics or controlled substances (except as expressly permitted by law) on University-owned or controlled property or at a University-sponsored event in compliance with the Drug Free Schools and Communities Act of 1989. The Controlled Substance Act (1970, amended 1984) and the Anti-Drug Abuse Act of 1986 provide penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. Other penalties are sanctioned under Hawaii State and local laws. Suspected violations will constitute grounds for notification of law enforcement. Chaminade University will cooperate fully with Federal, State, and local law enforcement authorities to enforce drug and alcohol statutes.

Drug Paraphernalia

Any type of drug paraphernalia, regardless of whether it is being used or has been used for illegal purposes, is not permitted in the residence halls or apartments and will be destroyed and disposed of by the resident under the supervision of the Residential Life staff and/or Security. This includes, but is not limited to, incense (synthetic cannabis), baggies, bong, hookahs, pipes, scales, vaporizers, and rolling paper. This policy is to protect the resident from being wrongfully accused of engaging in illegal drug activity. If drug paraphernalia is present, the incident will be treated as an illegal drug policy violation.

Electrical Appliances

In Kieffer Hall, Hale Lokelani, Hale Pohaku ALLOWABLE electrical appliances are:

- Pressing iron
- 4.0 Cubic foot refrigerator
- Hot Pot, and a coffee maker
- Alarm clock
- Portable fan
- Television
- VCR/DVD/Blu-ray
- Computer, Printer
- Surge Protector
- Hair dryer, curling iron, flat iron, hot rollers

PROHIBITED items include:

- Blenders
- Hot plates
- Hot air popcorn poppers
- Portable electric heaters
- Toaster ovens
- Rice cookers
- Microwaves
- Ultra-violet or sun lamps
- Toasters
- Electric frying pans
- Full-sized refrigerator
- Halogen lamps
- Air conditioners (wall unit or free standing)
- Any appliance with an open coil or exposed heating element

If prohibited appliances are discovered in the suite, the resident will be required to remove the appliances from the room. Any damages caused by the prohibited items will be charged to the responsible resident. Refusal to remove the prohibited items may result in disciplinary action and/or a fine. There are community kitchens available in Hale Lokelani, Hale Pohaku, and Kieffer Hall. The kitchens have a full-sized refrigerator, stove, and microwave.

All cords and connections must be in good working condition. By city code, extension cords may not be longer than ten feet. We recommend the use of a surge protection device to protect your valuables. Stringing cable wire between buildings and the installation of radio or television antennas on any building is not permitted. Repeated overloading of electrical circuits will require removal of equipment causing the overload.

Emergency Procedures

The safety of each individual and his/her property is of immediate concern to the Residential Life staff. Emergencies should be reported immediately to your RA or the RD on duty. Please see your buildings' duty schedule. In a life-threatening situation, call 9-1-1 immediately and then contact your RA. Duty schedules are located on your RA's door, at the Chaminade website, and at the Desk area. RAs are on duty from at 7 p.m. to 7 a.m. each night. You have a personal responsibility to be aware of all policies and procedures.

Fire Extinguishers

Fire extinguishers are present in various areas of each Residence hall and apartment complex. To ensure that the fire extinguishers are appropriately used and serve their designated function, it is expected that residents will not dismantle or otherwise alter them. Residents found responsible for misusing fire extinguishers will be charged for repair and/or replacement costs, and will be subject to disciplinary action.

Tampering with any and all fire safety equipment in a densely populated building, like an

apartment complex or residence hall, is considered a federal offense, and appropriate disciplinary action will be taken.

Fire Safety Regulations

Evacuation is required of all residents whenever a fire alarm is sounded.

Specific procedures are:

1. Exit the building immediately by the proper pathway.
2. If in your room, lock your door when you exit and take your key.
3. Use stairways; DO NOT use the elevator.
4. Once outside, move 100 feet or more away from the building to the designated evacuation point.
5. Assist staff by stating the location of the fire and, if possible, residents in the building.
6. DO NOT RETURN TO AN EVACUATED BUILDING unless the "all clear" signal is given by a recognized University Official.

All fire extinguishers and other safety equipment are to be used only in an emergency. Failing to evacuate or improper use of fire equipment is policy violation. Violators will be subjected to disciplinary action. Violations of this regulation will result in suspension from University housing and possibly a \$500 -\$1000 fine.

Fire drills occur the third weekend of every semester. Evacuation drills occur during the third weekend in the fall semester unless otherwise scheduled by the Residential Life staff.

Fresh Christmas Trees

Due to their flammable nature, fresh Christmas trees and wreaths are prohibited in all residence halls and apartments.

Free Access

No person may interfere with the free access of any resident to and from his/her room, lounge, or study area in their residence hall or apartment complex.

Fundraising/ Solicitation

Fundraising activities may not be conducted in University-owned residence halls and apartments without prior approval of the Director of Residence Life. Only RHA and campus clubs/organizations may hold fundraising activities in the residence halls in prearranged locations. Individuals or groups may not use their rooms or the buildings for commercial purposes.

Soliciting is defined as selling door-to-door, pamphleteering, verbal proselytizing, and/or any other activity that inhibits the rights and privacy of residents. Solicitation by off-campus as well as on-campus groups is prohibited. Hallways and rooms are considered private living areas. Non-affiliates of CUH will be considered trespassers if found inside or around residence halls or apartments without resident escorts. Please notify the RA on duty or Campus Security if solicitors come to your room or apartment. Campus Security or the appropriate law enforcement

officials will handle these incidents.

Furniture

The University provides each resident living in the residence halls with a bed and mattress, a desk and a desk chair. In the apartments, residents are also provided living and dining room furniture. All furniture is required to remain within the room at all times. Furniture must not be taken, borrowed, or exchanged from one room to another. Each resident provides his/her own linens, blankets, bedspreads, pillows, and other small personal items.

Lounge or lobby furniture is for the use of the entire community. Removal of this furniture is against University policy. Please return furniture to its original location if you rearrange the lounge or lobby.

Residents are responsible for the furniture provided by the University. Mattresses must remain on the bed frame and may not be placed on the floor. Dressers should not be used as supports for other items. Lofting of the beds onto cement blocks or building your own loft unit is not permitted. Any damage that results from improper use of furniture will be charged to the residents.

Group Gatherings

Group gatherings are permitted in rooms as long as they can be wholly contained in the room (including noise). Functions that are not consistent with the mission and values of the University are not permitted. These include, but are not limited to assassination games, strippers, or exotic dancers.

Guests

An overnight guest of a resident may stay in the residence halls or apartments at any time upon approval, however all guests must be of the same gender as the host and must not violate the Cohabitation policy. The guest may not remain more than three days. The Residential Life Office must approve any days over the designated time. The resident will be charged the fee as listed in the *Schedule of Fee and Rate charges*. The guest may not stay longer than five days total, twice a semester. Guests are required to pre-register at least two working days in advance. Only one overnight guest is permitted in a room at a time. An overnight guest application is available with your RA, in the Residential Life Office in Kieffer Hall or online on the Web Portals and www.chaminade.edu. Overnight guests are not permitted during Orientation Week or Finals Week. The Residential Life Office reserves the right to deny any guest request. During certain times of the year, the University reserves the right to restrict guests.

Any guest, overnight or otherwise, is expected to abide by the same Residential Life rules, regulations, policies and procedures as other residents. If the guest is under the age of 16, he/she must be accompanied by the resident and never left alone in the residence hall. The resident host is responsible for the behavior, damages, disturbances or violations caused by their guest. Disruptive guests may be asked to leave the building and the campus.

In the event of a situation which results in an overnight guest arriving in the early morning hours,

the presence of the guest must be made known to the Residential Life staff by 8:00 am that morning.

If a resident allows a non-resident access to a residence hall or apartment or if the non-resident is in a resident's room, the resident who allowed access or whose room it is, is responsible for that person and will be considered his/her host. Never escort a guest to someone else's room or leave them unattended without the resident's permission.

Hall Council

Each residence hall has its own form of resident representation. In the fall semester, the building residents elect hall representatives. The hall representatives represent their building and present resident concerns to the Residence Hall Association.

Hanging Objects

Hanging, sticking, or erecting any object from any window or lanai is prohibited. Any blinds or curtains that need to be mounted to doors or window frames must be approved by the Maintenance Department. Residents may not place/attach anything on surfaces including but not limited to walls, doors, ceiling, windows of the room using materials that will destroy paint or leave residue. Nails, glue, or other permanent adhesives require considerable labor and repair to remove. Any damages as a result of improper installation will be charged to the student(s) account.

Hall Meetings

All residents are REQUIRED to attend their initial, floor agreement, closing and announced Residential Life mandated floor/hall meetings. If these meetings are missed, the resident will be charged a noncompliance fee of \$50.00. Any resident who is absent must meet with their RA or RD in order to receive information relayed at the meeting. Whether residents attend or not, they are responsible for all information that is presented in the meetings.

Hall Security

Security is always a concern in community living areas. To assist with safeguarding the residents, all exterior doors are locked 24 hours a day.

Residents may not use windows and balconies/lanais as entrances or exits. Safety screens may not be opened except in the case of emergency evacuation.

Residents are encouraged to report any suspicious activity in or around the residence halls to Campus Security or the Residence Life staff.

Harassment and Discrimination

Please refer to the Student Handbook for the following:

Discrimination and harassment resource guide	page 20
Sexual harassment procedure and resource guide	page 24
Acceptable use of Technology	page 37

Health Insurance

Health insurance is required for all campus residents, international students, and intercollegiate athletes. Affordable health insurance options are available for students. For more information about health insurance contact 808-739-4603. Campus residents, international students, and intercollegiate athletes who already have health insurance must submit a copy of their current health insurance card no later than two weeks prior to enrollment. Please note that pre-registration will not be finalized for all incoming students until health requirements have been met. Campus residents must provide proof of insurance each semester. Residents who fail to provide adequate proof of health insurance will be assessed a \$100 penalty and risk the possibility of a hold being placed on against their enrollment and not being able to register for Chaminade courses or to remain in University housing.

Health, Safety & Maintenance Inspections

Every month your Resident Assistant (RA) will come into your suite or apartment to be sure that there are no health or safety violations. This is also the time when the RA will follow up on any work orders that have been placed. The Residence Life Office reserves the right to conduct announced or unannounced health and safety inspections during the semester. As a courtesy, the residents will receive notification at least 24 hours prior to the RA's announced inspections. There will be at least two Residential Life staff members present to do the inspection. The RA will not search through any of the resident's personal belongings. Those found in violation of health or safety regulations will be documented and may be subject to disciplinary action.

Residents who are found neglecting housing facilities and violating the health and safety policy will be asked to take immediate action to rectify the violation. Any fines incurred as a result of the damages or neglect will be charged to the resident.

General Health and Safety Guidelines:

- All trash must be removed from the room.
- Floors must be cleaned (vacuumed/swept).
- Countertops, sinks, showers, and toilets must be cleaned (mold/mildew free).
- Dirty laundry must not be scattered but neatly organized.
- All dirty dishes in the sink or elsewhere must be washed and put away.
- Alcohol, illicit drugs, and/or drug paraphernalia must not be present in the room.
- No pets are permitted in the room.

The following are considered safety hazards and are prohibited in the residence halls and apartments at all times:

- Overloaded electrical extension cords or multiple adapters
- Materials which obstruct doors and windows which may contribute to the spread of fire (flammable decorations)
- Paper or other combustibles (including fabric items) that are hung near or on incandescent fixtures

In the event of a report of imminent danger, the Director of Residence Life and/or Dean of

Students may authorize an immediate search of the premises.

Housing Contract

THE HOUSING CONTRACT PERIOD SHALL BE FOR THE FULL ACADEMIC YEAR (fall and spring semesters) unless the student decides to withdraw from the University and has submitted a University withdrawal form to the Dean of Students. The Housing Contract is for full-time day undergraduate students and in some special cases, graduate students. Any student interested in housing who falls under a classification other than full-time day undergraduate must contact the Residential Life Office directly for consideration. Students participating in a semester-only exchange program have a contract for the period of the exchange only. If a student desires housing during summer session I and/or summer session II, there is a new housing contract and an additional fee. Only registered Chaminade full-time students are eligible to live in the residence halls or campus apartments.

Hurricane Evacuation

In order to prepare for the possibility of a natural disaster, hurricane evacuation drills will be conducted every third weekend of the fall semester unless otherwise scheduled. Failure to participate in the drills (without prior approval) will result in a \$100 fine.

Investigations

All residents are mandated to participate in investigations conducted by the University.

Incident Reports

Any member of the Chaminade community witnessing or having knowledge of a violation of policy has the responsibility to confront, document, and report the situation to the Campus Security, Residential Life staff, or Dean of Students' Office. Incident Report forms can be picked up and dropped off at the Residential Life Office.

Keys/ Locks

Residents are responsible for the proper use and security of all keys issued to them by the Residential Life staff. It is a violation of University and Residential Life policy to misuse and/or duplicate keys. Keys are for the use of the resident only. Lending keys to another individual is considered a violation and will be subject to disciplinary action. If a key is lost or stolen or a lock mechanism is damaged as a result of resident abuse or misuse, the student's account will be charged for repair or replacement (\$350). Due to safety concerns, if a resident does not claim his or her keys after repeated attempts to contact him/her, the resident will be assessed a penalty fee and the cost to rekey the room.

Residents should lock and bolt their interior and exterior doors at all times and always carry their room key. Residents are allowed three "lockouts" per semester. After three lockouts, a \$5 fine will be charged to the student's account for each subsequent lockout.

Hale Pohaku, Date Street and Waiialae Avenue residents that are interested in installing a lock on their bedroom doors must submit a request to the Residential Life Office. The residents are

responsible for the cost of the lock, duplication of keys, and installation and removal of the lock. The University is not responsible for the content in the rooms.

Lockouts

When residents are locked out of their room they have the following options:

1. Wait for your roommate to return.
2. Contact the RA on the floor or building.
3. If during office hours (8:30am-4:30pm), call the Residential Life Office for the lockout key.

If a lockout key is issued, the key must be returned to the Residential Life Office within 2 hours or, if at the end of the working day, then the morning of the following working day. All residents are expected to lock their doors and carry their room key with them at all times. Maintenance staff and Campus Security Officers are not allowed to unlock residence hall doors, unless a request is made by the Residential Life staff.

Keeping in Touch

For safety purposes, residents are encouraged to always let someone know where they are going and when they plan to return. This is especially important when they are going out of town or will be away overnight.

Loss of Full-time Academic Status

Should a resident lose full-time status as a result of course withdrawal midway during the semester, he/she must contact the Director of Residence Life in writing in order to remain in housing. The determination to remain in housing will be contingent on the resident's judicial record.

Lost and Found

Lost and found items may be turned in or retrieved at the Campus Security Office. Be prepared to specifically identify lost items.

Maintenance Requests

If something malfunctions or breaks during the course of the resident occupancy, the resident must submit a work request via www.myschoolbuilding.com (account # 245396, password-facilities) or contact the RA or the Residential Life Office as soon as possible. By placing a work order, the resident is giving permission for the maintenance workers to enter their room to conduct the repairs. Assessment will be made at this time if the malfunction is normal wear and tear or if the resident should be charged for the repair. In an effort to address requests in a timely manner, all maintenance requests with the exception of emergencies, must be submitted by April 30th.

Meal Plans

Meal Plans are required for residents who live in Hale Lokelani, Hale Pohaku, and Kieffer Hall. All other residents may purchase meal plans at the Business Office. Meal Plan options are listed on the Chaminade website under Dining Services. Residents have the opportunity to change their

meal plan during the first week of the fall and/or spring semesters. Simply go to the Chaminade Business Office and request a change. A new meal plan voucher will be issued which must be presented to Chaminade Dining Services to re-encode your CID. The last day to make changes to the meal plan is the first Friday of the semester.

Missing Student

Chaminade University takes student safety very seriously. To this end, the following policy and procedures have been established to assist in locating Chaminade students living in University-operated residence halls or apartments who, based on the facts and circumstances known to Chaminade, have been reported missing to the Office of the Dean of Students, Campus Security, Office of Residential Life, local law enforcement agency, or other source.

To determine whether or not the student is considered missing, the University will attempt to make contact with the student via class attendance, Residential Life staff, Campus Security, email, social networks, or telephone, as well as friends and acquaintances. If all of these attempts result in the student not having been seen or heard from in 24 hours from the time of the initial report, the student will be considered missing. Once the University determines that the student is missing, the following offices will be notified:

- Office of the Dean of Students
- Campus Security
- Office of Residential Life
- Office of the Executive Director of Compliance and Personnel

Upon notification from any entity that any student may be missing, Chaminade may use any of the following resources to assist in locating the student. These resources may be used in any order and combination:

- Through the Office of Residential Life, the Residential Life staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- Campus Security staff may search on-campus public locations to find the student (library, dining hall, etc.).
- An ID picture may be used to assist in identifying the missing student.
- The Office of the Dean of Students may try to contact known friends, family, staff and/or faculty members for last sighting or additional contact information.
- The Office of the Dean of Students may access vehicle registration information for vehicle location and distribution to authorities.
- Informational Technology Services may be asked to look up email logs for last login and use of Chaminade's email system.
- If there is any indication of foul play, the Honolulu Police Department will immediately be contacted for assistance.

At the beginning of each academic year, Chaminade will inform students residing in on- and off-campus residence halls that the University will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by Chaminade no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Office of Residential Life.
- If the student is under 18 years of age, and not an emancipated individual, Chaminade is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- Chaminade will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Chaminade's Office of the Dean of Students or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Chaminade will initiate the emergency contact procedures in accordance with the student's designation.

The University will follow the following notification procedure for a missing student who is a resident in an on- or off-campus residence hall:

- Official missing person report relating to this student shall be referred immediately to the Office of the Dean of Students.
- If the Office of the Dean of Students, after investigating the official report, determines the student has been missing for more than 24 hours, Chaminade will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Non-Motorized Vehicles

Non-motorized vehicles including but not limited to skateboards, hoverboards and skates are prohibited in the residence halls and apartments.

Offensive odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are cigarettes, cigar and pipe smoke, perfume, odors as a result of poor hygiene, or large amounts of dirty laundry or accumulated garbage. Offensive odors will be addressed when complaints are received.

Painting/Room Decorating

Painting of the room by residents is not permitted in the halls or apartments. The use of spray snow during the holidays is also not permitted.

Decorations must be contained wholly within the room and must not be visible to the general public. This includes items placed in windows but excludes curtains. For safety reasons, residents living in Hale Pohaku, Date Street, and Waialae Ave. should refrain from displaying their name or other identifying information on their room windows or doors. Street or traffic

signs, restaurant or other advertising signs are not permitted in the resident rooms unless a receipt showing proof of purchase is provided. Windows may not be covered by foil or other materials.

Residents are not permitted to use stickers, tape, and/or other sticky materials on all residential life property and building surfaces this includes but not limited to walls, doors, counter tops, furniture, etc. Residents may use thumbtacks to hang posters, flyers, etc.

Parental Notification of Disciplinary Sanctions

For students 18 years of age and older, the University will pursue both of the following options to establish the list of students for whom educational records can be shared with a parent or guardian:

1. The student will be given the opportunity to sign an authorization form at check in at New Student Orientation and/or any other convenient time.
2. Parents will be asked to provide IRS documentation of dependency, if they wish to be informed in the cases indicated above. This can be done at the parents' orientation program and in mailings to the parents. The documentation should include the parents' or guardians' name, phone number, and address.

Parking

Resident parking is available near each residence hall to accommodate those students who live nearest to those parking areas. All vehicles must have a Residential Life parking permit to park in on-campus and off-campus housing. Do not park in stalls that are designated for Saint Louis High School, or Chaminade faculty or staff. Vehicles without permits in that area will be ticketed, booted, and/or towed at the owner's expense. Applications for parking passes for off-campus apartments (Date St. and Waiialae Ave.) are processed at the Residential Life Office. All parking permits may be purchased at the Business Office. Parking is at the resident's risk; the Residential Life Office is not liable for any stolen and/or damaged items or vehicles.

Authorized overnight guest and temporary resident parking passes may be obtained from the Residential Life Office during normal working hours. The passes are for three (3) days at a time and are limited to three (3) per semester. There is no visitor parking at the off-campus halls.

Residents who obtain rental cars must inform the Residential Life Office and request a temporary parking pass.

Summer residents must obtain a parking permit from the Residential Life Office. Vehicles parked at the Summer residence halls are subject to parking policies.

During the Winter Break, residents who reside in the apartments are encouraged to move their vehicles onto the main campus.

A copy of the parking regulations on campus is available from the Business Office and the Campus Security Office.

Personal Property

The Residential Life Office is not responsible for any personal items which are damaged or stolen in the residence halls, apartments, vehicles, and the surrounding vicinity. Residents should keep their doors locked when asleep or not present in the room to assure greater security of their belongings.

Residents are urged to report all losses and missing items to their RA and Campus Security immediately. Residents are also urged to contact the Honolulu Police Department to report the stolen items.

The University is not liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism, other crimes, fire, flood, water leaks, rain, hail, smoke, explosions, wind, and interruptions of utilities, electrical surges, or other phenomena. The University strongly recommends that the resident secures insurance to protect against loss from any of the above occurrences. The resident agrees to indemnify the University for any claims or damages payable as a result of negligence, acts, or omissions to act by the student in violation of University policy or Housing Application/Contract.

Pest Control

Residents are reminded that we live in a tropical environment. Pest control is everyone's responsibility in order to avoid serious infestation.

Each student is expected to take appropriate measures to control pest infestation, such as frequent removal of garbage, washing of dishes, cleaning food areas, and reporting any pest problems to maintenance.

In the event of other insect issues, the exterminators will be contacted to assess the situation and determine the appropriate course of action. Depending on the assessment, students may be charged for the additional cost of extermination.

Pets

To safeguard community health and proper sanitation, no pets are permitted to visit or reside in student housing. Exceptions are fish in containers no larger than 5 gallons. Students refusing to remove a pet(s) may face immediate suspension from housing without refund. Residents should not feed stray animals. This may cause the animal to linger around campus and cause the resident to be in violation of the pet policy.

To request information regarding the use of a **service animal** on campus, please contact the Residential Life Office and/or Counseling Center.

Private Agreements

Residents may not enter into a private agreement that might cause conflict with vendors under contract with the University.

Public Behavior

Due to the high possibility of damage and injury, water fights, horseplay, shaving cream fights or otherwise creating a mess in the hallways or other public areas is not permitted. Lewd or obscene behavior is also prohibited. Any violation may be subject to disciplinary action.

Publicity

All publicity (flyers, posters, etc.), aside from the flyers issued by the Residential Life staff, to be posted in the residence halls must be date stamped by the Residential Life Office. We recommend that publicity occur three to five days prior to the event. All flyers must be removed by the event organizers immediately after the event. The various clubs and organizations are responsible for following the University's posting policy at all times. Copies of the posting policy are available in the Office of Student Activities and Leadership.

Restricted Access (Banned Students)

Hosting or allowing access to a building to a student who has been banned from the residence halls/apartments and surrounding areas is prohibited. Residents found in violation of this policy are subject to disciplinary action.

Rooftops

Because of safety hazards and potential damage, students may not access any roofs or ledges in any residence hall or apartment. Students found on a roof will face disciplinary action in addition to being charged for the cost of any damages incurred.

Room Assignment

Residents may only occupy the space assigned to them by the Residential Life Office. Any use of an additional, vacant space will be considered a violation and will be subject to disciplinary action.

Room Assignment Procedures (Housing Lottery)

Re-application procedures refer to the process that residents must follow in order to reserve a space for the following academic year during Priority Housing Week. Priority Housing Week takes place each March. Specific instructions regarding the Housing Lottery will be distributed to all residents via email, flyers and their RAs. These instructions must be followed carefully if a resident wishes to reapply. All residents who have met their financial obligations with the Business Office and are in good judicial standing are eligible to participate in the Housing Lottery. A current housing application/contract, Priority Housing form and a \$150 non-refundable deposit are needed to participate. After the Priority Housing week, the housing deposit for returning residents will be \$250 until all spaces are occupied.

Only full-time residents in good financial standing with the University are eligible to remain or apply for housing. This relates to housing from fall to spring semester and from one academic year to another. Students who fail to meet the financial requirement will be asked to vacate their room at the end of the fall semester. In addition, residents will not be permitted to participate in the Housing Lottery or receive a housing assignment unless they are in good financial and

judicial standing. The housing deposit is not refundable. Residents with serious conduct issues will not be permitted to go through the reapplication process unless they have received permission from the Director of Residence Life to do so. All residents with this status will receive notification during the re-application period.

Room Changes

Residents may request to make room changes each semester during the second week of classes only. Specific instructions on how to complete room changes may be obtained from the RAs and must be followed exactly.

It is important to note that due to current occupancy restrictions, room changes are made only when all other avenues have been exhausted. Room changes after the second week of classes may take place only if recommended by the RD and approved by the Director of Residence Life. Any student who moves without permission from the Residential Life Office will be charged a fee of \$100 and will be subject to disciplinary action. The Residential Life Office reserves the right to mandate room changes at any time during the semester.

Room Consolidations

As stated in the Residential Life Contract, the University reserves the right to change room assignments, assign a new resident, reassign a current resident, and/or consolidate vacancies at any time in the interest of health, discipline, occupancy, or for the general welfare of the licensee without prior notice.

Residents who are asked to consolidate may request permission from the Director of Residence Life to keep their current double rooms as single rooms. If such permission is granted, those residents will pay a higher fee for the single (1½ times the current double rate) unless otherwise stated by administration.

Further details on the issue of assignment, reassignment and/or consolidation may be obtained from the Residential Life Office.

Room Searches

The University cannot prevent or prohibit the search of student's rooms/suites/apartments or University premises by law enforcement officers acting in the performance of their duty.

University policy regarding when the University may search a resident's room/suite/apartment dictates that only the Director of Residence Life or Dean of Students can approve a room/suite/apartment search when that person reasonably believes that a policy has been violated or the safety of residents is in jeopardy. Prior notification of the resident/s is not required when conducting a room search. The Director of Residence Life or RD and Campus Security Officer will be present for the search. RDs or RAs may not search student rooms without prior approval from the Director of Residence Life or Dean of Students. During a room/suite/apartment search, the designated staff members are authorized to search the room in its entirety as well as all the items found in the room.

Sanction Letters

Sanction letters will be delivered to the resident's room or classroom and/or to their Chaminade email address. There will be two attempts to hand-deliver the notice by the Residential Life staff. On the third attempt, the letter will be slid under the resident's door. This will constitute adequate delivery. An emailed copy of the sanction letter to the student's Chaminade email address will also serve as adequate notice of delivery. Please stay current with your Chaminade email account.

Screens

In an effort to control bugs and other pests, screens may not be removed from the windows.

Shuttles

Airport shuttles are available during a few occasions throughout the year. These shuttles are determined by the availability of van drivers. Residents will be informed by the Residential Life staff of the fees associated and the procedure for reservation of the shuttles.

Sinks

It is requested that students not use their room sink as a garbage disposal. If there are repeated work orders for clogged sinks, the suite members will be responsible for the cost of the repairs.

Smoke Detectors

Smoke detectors are present in individual rooms and common areas of each residence hall. To ensure that the smoke detectors are appropriately used and serve their designed function, it is expected that students will not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors will be charged for repair and/or replacement costs, and may be subject to disciplinary action. For covering or tampering with a smoke detector a resident will be charged a fee of \$50.00. Other fees may be applied in relation to the circumstances. Tampering with any and all fire safety equipment in a densely populated building like an apartment complex or a residence hall is considered a policy violation and may be subject to disciplinary action.

Smoking (including E-Cigarettes) and use of Tobacco Products

Smoking is not permitted within 15 feet of any building on campus. In accordance with Hawaii law, effective January 2016, Chaminade will not permit the purchase, possession or use of tobacco products, e-cigarettes and/or vaporizers as well as their accessories by persons under the age of 21. Intentionally or knowingly providing tobacco products and/or e-cigarettes to persons under the age of 21 is not permitted on property owned or controlled by the University.

Staff Requests

All students are expected to comply with the reasonable request of a University staff member, including Campus Security personnel, as well as the Residential Life staff. Failure to do so will result in a non-compliance violation, which will be handled through the judicial process.

Vandalism (See Damage policy)

Video Cameras

Video cameras are located in the residence halls and apartments in common areas (e.g., lobby, lounge, laundry room, hallways, dining facilities, etc.) for the protection of residents. Exterior cameras may monitor outside areas near the residence halls and apartments. Covering, breaking, damaging, or tampering with video cameras is a violation of policy and will result in disciplinary action.

Violence

Members of the Chaminade University will not tolerate violent behavior on our campus. Our main goal is the safety of our students, faculty and staff. Thus, fighting, throwing and punching objects, threats, and other violent behavior will result in disciplinary action up to and including possible suspension from housing as well as notification and reporting to the Honolulu Police Department.

Statement on Violence to Self

Chaminade University seeks to develop, promote and encourage the health and wellbeing in mind, body and spirit for individuals and the community of the University.

Violent acts against one's self violate the values and ethics promoted by Chaminade, and inflict harm on the health and wellbeing of the community. Members of the Chaminade community expressly denounce such acts. As such, members of the Chaminade community reserve the right to take action to prevent any member(s) from causing harm to be done to their own or the community's well-being including but not limited to referring the resident to the Counseling Center or a licensed mental health therapist.

Visitation

Visitation refers to the privilege of residents to entertain nonresidents in their private study/bedroom or in the public areas of their residence hall or apartment. Guests are not permitted in the suites between 12:00 am midnight and 8:00 am on weeknights (Sunday - Thursday) and 1:00 am to 8:00 am on weekends (Friday & Saturday). Other residents living within the residence hall or apartment are *not* permitted to visit between 12:00 am midnight and 8:00 am on the weeknights (Sunday-Thursday) and 2:00am and 8:00 am on the weekends (Friday & Saturday) In Kieffer hall and Hale Lokelani, residents must sign-in their visitors and inform their RA. Residents must accompany their guests at all times while in the residence halls.

Resident hosts are expected to respect the rights to privacy of roommates/suitemates and other living group members when sponsoring a visitor. Actions that will disrupt roommates/living group rights are prohibited.

Waterbeds, Portable Swimming Pools and Hot Tubs

All pools including but not limited to waterbeds, portable swimming pools, and hot tubs are not permitted in the residence halls or apartments.

Charges for Failure to Adhere to Housing Policies & Damage/Cleaning Fees

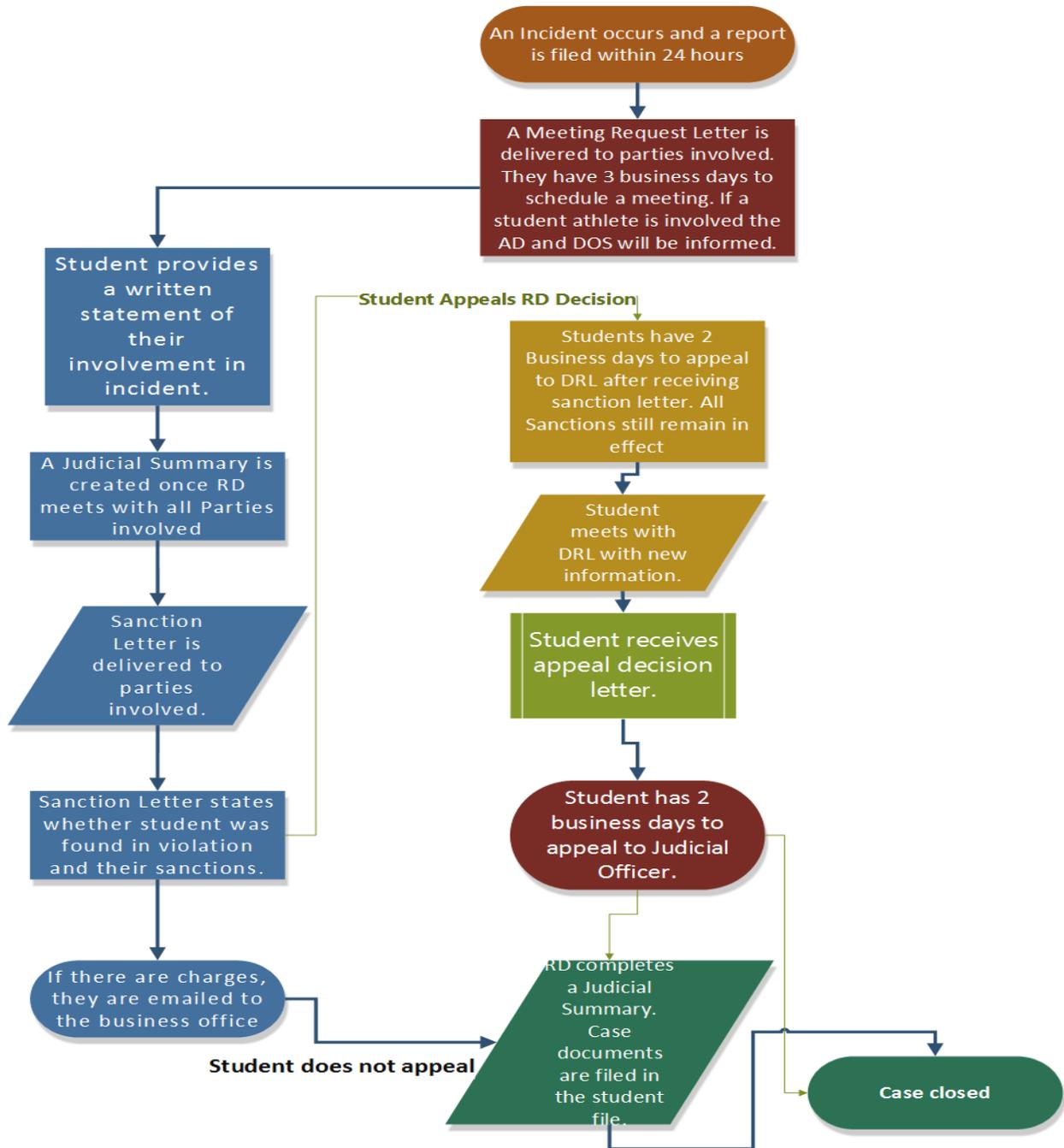
Balcony/Lanai cleaning (general)	\$ 50.00/split
Balcony/Lanai cleaning (Disaster)	\$100.00/split
Bathroom Cleaning (General)	\$ 50.00/split
Bathroom Cleaning (Disaster)	\$ 100.00/split
Bed (entire)	\$375.00 Replacement
Bed (captain)	\$600.00 Replacement
Bed (frame)	\$ 60.00 Replacement
Bed (matress)	\$200.00 Replacement
Bed (box spring)	\$175.00 Replacement
Carpet Bedroom (not vacuumed)	\$ 25.00 Cleaning
Carpet Living Room (not Vacuumed)	\$ 30.00 Cleaning
Carpet	\$100.00 Cleaning
Carpet Damage (ex. Iron burn)	\$ 50.00
Carpet Bedroom	\$200.00 Replacement
Carpet Living Room	\$300.00 Replacement
Chair (dining/desk)	\$ 50.00 Replacement
Chair (entire-cushion)	\$150.00 Replacement
Closet Doors	\$100.00/per hole
Closet Doors	\$300.00 Replacement
Closet Cleaning	\$ 25.00 Cleaning
Coffee Table	\$100.00 Replacement
Couch (entire)	\$400.00 Replacement
Countertop (bathroom)	\$300.00
Countertop (desk)	\$100.00
Countertop (kitchen)	\$500.00
Cushions	\$25.00 Cleaning \$100.00 Replacement
Desk (entire)	\$400.00 Replacement
Desk (drawers)	\$ 75.00 Replacement
Desk (surface)	\$150.00 Replacement
Desk (front)	\$ 50.00 Replacement
Desk (legs)	\$ 75.00 Replacement
Desk (light)	\$ 65.00 Replacement
Dining Table (HPO)	\$200.00 Replacement
Dining Table (Waiialae/Iolani)	\$200.00 Replacement
Disposal	\$300.00 Replacement
Door Propping	\$ 25.00

Drapes/Mini Blinds	\$50.00 Cleaning	\$100.00 Replacement
End Table		\$ 75.00 Replacement
Fire Alarm (Vandalism)		\$500.00
Fire Drill		\$ 50.00
Fire Exit Misuse		\$100.00
Fire Extinguisher		\$500.00
Floors (general)		\$ 25.00
Floors (disaster)		\$ 50.00
Florescent Light Cover		\$ 50.00 Replacement
Florescent Light Fixture		\$ 75.00 Replacement
Furniture Removal from room		\$ 25.00
Improper Checkout		\$ 100.00
Incandescent Light Cover		\$ 20.00 Replacement
Incandescent Light Fixture		\$ 40.00 Replacement
Garbage Can	\$10.00 Cleaning	\$ 20.00 Replacement
Guest (Authorized, Overnight)		\$ rate as stated in fee schedule
Jalousie Replacement		\$ 25.00 Each
Key(lost) – Lock Change		\$350.00 Replacement
Key (unclaimed)		\$100.00
Kitchen Cleaning (general)		\$ 50.00
Kitchen Cleaning (disaster)		\$100.00
Late Checkout		\$100.00
Labor		\$ 30.00
Lock-Out		\$ 5.00
Lost ID Card		\$ 5.00 Replacement
Louvers (glass and/or wood)		\$ 25.00 Replacement
Louvers (gear unit)		\$ 20.00 Replacement
Louvers (crank)		\$ 15.00 Replacement
Love Seat (entire)		\$250.00 Replacement
Mandatory Res. Hall Meetings		\$ 50.00
Mattress Pads		\$ 20.00 Replacement
Mirror (small)		\$ 40.00 Replacement
Mirror (large)		\$ 75.00 Replacement
Noise Violation (24 hr. Quiet Hr.)		\$ 25.00
Non-Compliance		\$ 25.00
Uncompleted Sanction		\$ 10/hour
Paint Chip		\$ 5.00/quarter size
Peephole		\$ 50.00

Range(Stove)/Oven	\$ 25.00/\$50.00
Refrigerator Cleaning (General)	\$ 50.00
Refrigerator Cleaning (Disaster)	\$100.00
Room Cleaning (General)	\$ 25.00/resident
Room Cleaning (Disaster)	\$ 50.00/resident
Removal of Personal Effects	\$ 50.00
Screen (frames)	\$ 60.00 Replacement
Screen (mesh)	\$ 30.00 Replacement
Screen	\$ 40.00/per screen
Screen Doors	\$150.00 Replacement
Shelves	\$ 25.00 Replacement
Showerhead	\$ 25.00 Replacement
Smoke Detector	\$ 75.00 Replacement
Smoke Detector Tampering	\$ 50.00
Stickers/Tape (on door)	\$100.00
Stickers/Tape (single room)	\$300.00
Stickers/Tape (double room)	\$500.00
Stickers/Tape (ceiling)	\$200.00
Tape on Door	\$ 10.00
Toilet Seat	\$ 60.00 Replacement
Toilet Tank/Bowl (cracked)	\$300.00 Replacement
Trash Violation	\$ 25.00
University Lounge Furniture In Room	\$ 50.00
Unauthorized Room Switch	\$100.00
Unauthorized Visitor	\$100.00 + cost/day
Wall (holes-1' or less- \$25.00) (holes- 2' or larger-per estimate)	
Wall Damage (Major)	\$130.00
Wall Damage (Minor)	\$ 40.00
Wall (Putty)	\$ 30.00

Any other damages or fines will be determined/assessed by the Residential Life staff or Residence Hall Maintenance staff.

Judicial Process



We hope that the resources, procedures and policies outlined in this Handbook create a living environment in which residents respect and create a safe environment for one another. Everyone's cooperation is greatly appreciated. Please do not hesitate to seek assistance from Residential Life when needed. The staff is here to assist and help.

This Guide to Residential Life does not establish a contractual relationship between Chaminade University of Honolulu ("CUH") and its students. This Guide only serves to highlight CUH's general policies, practices and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Guide is strictly intended to provide all students with a general framework for addressing and/or resolving various situations that may arise from time to time. CUH reserves the right to change, alter, remove and/or amend all procedures, policies and regulations contained within this Guide at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

Have a safe and fun year!

The Management and Staff of the Residential Life Office