



2015-2016

Chatham University

Traditions

For a full explanation of Chatham Traditions, see page 115.

Fall Term Traditions/2015 dates

- **Opening Convocation:** Sunday, August 30
- **Student Activities Fair & Athlete Meet and Greet:** Tuesday, August 31
- **Battle of the Classes:** September 27-October 2
- **Song Contest:** Friday, October 2
- **Mocktails:** Thursday, October 29
- **Halloween Dinner:** Thursday, October 29
- **Harvest Fun Fest:** Saturday, October 31
- **Thanksgiving Dinner:** Wednesday, November 18
- **Candlelight, Chatham Eggnog, and Holiday Ball:** Friday, December 4
- **Moonlight Breakfast:** Thursday, December 10

Spring Term Traditions/2016 dates

- **Sledding on Chapel Hill:** Whenever it snows!
- **Spring Carnival:** Saturday, March 26
- **Residence Hall Olympics:** April 4-10
- **Airband & Senior Skits:** Thursday, April 7
- **Spring Formal:** Friday, April 8
- **Closing Convocation:** Tuesday, April 12
- **Moonlight Breakfast:** Tuesday, April 18
- **University Day (Bucket & Blossom Day and University Picnic):** Friday, April 29
- **Senior Toast:** Wednesday, May 11
- **Graduate Toast:** Thursday, May 12
- **Senior Dinner:** Friday, May 13
- **Commencement:** Monday, May 16



chatham UNIVERSITY

2015-2016 Student Academic Planner and Handbook

This planner is for all Chatham University undergraduate and graduate students.

Disclaimer: The information in this Academic Planner is not to be regarded as an irrevocable contract between the students and Chatham University. Since University curricula, programs, and policies cannot be static in a changing environment, the information in this catalog is subject to change by the University at any time. For educational and financial reasons, the University reserves the right to change any of the provisions, statements, policies, curricula, activities, procedures, regulations, or fees found in this planner. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. As a result, students, applicants, and other users of this planner should consult with the appropriate University offices to verify the current text or status of policies, programs, descriptions of curricula, or other information in this planner.

This planner belongs to:

Name _____

Address _____

City, state, zip _____

Phone _____

Student # _____

Chatham University does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status in its educational programs and policies, co-curricular activities, scholarship and loan programs, or employment practices. Inquiries may be directed to the assistant vice president of human resources, Chatham University, Woodland Road, Pittsburgh, PA 15232, 412-365-1847.

2015-16 Planner

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KEY TO SERIES EVENTS IN WEEKLY CALENDAR

<i>Italic</i>	Chatham Traditions	LGBTHM . .	Lesbian, Gay, Bisexual & Transgendered History Month
BOTC	Battle of the Classes	NAIHM . . .	Native American Indian Heritage Month
CAH	Chatham After Hours	OR	Outdoor Recreation
CSA	Commuter Student Appreciation	RHC	Residence Hall Council
CSG	Chatham Student Government	SHW	Student Health & Wellness
GAW	Graduate Appreciation Week	SON	Student Organization Night
GSAW: . . .	Gateway Student Appreciation Week	UBC	Undergraduate Budget Committee
GSA	Graduate Student Assembly		
HHM	Hispanic Heritage Month		
IM	Intramurals		



Our Promise to You

Since 1869 the quality of the student experience has been a defining characteristic of a Chatham education. The student experience at Chatham is driven by our mission, recently updated and adopted in early 2015:

Chatham University prepares women and men to be world ready: to build lives of purpose and value and fulfilling work. In addition to appropriate professional skills and liberal arts learning, Chatham believes that world readiness means being an informed and engaged citizen in one's communities; recognizing and respecting diversity of culture, identity and opinion; and living sustainably on the planet.

This Student Academic Planner and Handbook compiles some of the resources that help Chatham and you live our mission more fully, while helping you find the pathway to your future. This information has been compiled by the staff of the Office of Student Affairs. They are part of a University-wide team, which includes everyone who is privileged to teach or work here, that is dedicated to providing you with a learning experience unlike any other. If there is anything our team can do to help make your Chatham experience a better one, please do not hesitate to contact us in care of my office (412-365-1160) or the Office of Student Affairs (412-365-1286).

Welcome to Chatham University, and all the best to you and your family.

A handwritten signature in black ink that reads "Esther L. Barazzone". The signature is written in a cursive style.

Esther L. Barazzone, Ph.D.
President

University Administrative Leadership

President, Esther Barazzone, Ph.D., 412-365-1160



*Vice President for Planning
and Secretary to the
Board of Trustees*
Sean Coleman
412-365-1164



*Executive Secretary
to the President*
Jean Kociela
412-365-1160



*Senior Vice President
of Administration and
Finance*
Walt Fowler
412-365-1105



*Vice President for
Academic Affairs*
Jenna Templeton, Ed.D.
412-365-1694



*Vice President for Student
Affairs and Dean of Student
Affairs*
Zauyah Waite, Ph.D.
412-365-2794



*Vice President of Marketing
and Communications*
Bill Campbell
412-365-1140



*Vice President for
University Advancement*
Kevin Fortwendel
412-365-1516



*Vice President for
Enrollment Management*
Amy Becher
412-365-1139



*Director of
Institutional Research*
Robert Zhang
412-365-1292



Dear Chatham Student,

I'm proud to welcome you to a year of firsts: the first year of our new mission statement, our first year as a fully co-educational institution, our first year with 14 thriving NCAA Division III collegiate sports teams, our first year since 2007 returning to the University color of purple, and our first year with the new Chatham Plan for undergraduate education. Things at Chatham are more dynamic than ever, and it's all with the goal of preparing

each of our students – graduate and undergraduate – with the skills and perspectives to be influential, world-ready citizens.

One of my goals as your vice president for student affairs and dean of students is to bring you, your fellow students, and other campus constituents together to share in the Chatham experience. I hope to do so by personally advocating for the building of community through involvement in the vast number of intellectual, social, recreational, athletic, leadership, service, civic, and wellness related activities offered by this fine institution. My wish is that you will join me in this endeavor.

Our Student Affairs offices are much more than great facilities. They are full of committed, able staff ready to help make great things happen for you in Cougar Country. You often hear people say that college is the best time of your life; I happen to believe it is. Chatham is a truly a unique institution with many opportunities to offer. My advice? Get out of your comfort zone and enjoy yourself. Be smart, be safe, and remember to be accountable for your actions. Put forth the effort to be creative and make a difference. Some of the best learning at college takes place outside the classroom – I hope you'll take the time to get to know all aspects of this great university and connect yourself to all we have to offer.

I feel fortunate to call Chatham my home and hope you will as well. Please feel free to contact me directly should you need anything. Stop by the Office of Student Affairs on the first floor of Woodland Hall or stay connected via the social media accounts listed below.

Sincerely,

A handwritten signature in cursive script that reads "Zanyah Waite". The signature is written in dark ink on a light background.

twitter & instagram: @zwaite

blogs.chatham.edu/deanwaite/

www.facebook.com/StudentAffairs.ChathamU

Student Affairs Staff

Office of Student Affairs and Dean of Students

- **VP for Student Affairs & Dean of Students**, Zauyah Waite, Ph.D., 412-365-2794, zwaite@chatham.edu
- **Asst. Dean of Students**
- **Asst. Director of Student Affairs**
- **Interim Executive Secretary**, Dakota Garilli, 412-365-1286, dgarilli@chatham.edu

Athletics Department

- **Director of Athletics**, Leonard Trevino, 412-365-1650, ltrevino@chatham.edu
- **Asst. Director of Athletics**, Brian Urso, burso@chatham.edu
- **Head Coach, Baseball**, Timothy Banner, 412-365-2956, tbanner@chatham.edu
- **Head Coach, Women's Basketball, and Athletics Game Management**, Sandra Rectenwald, 412-365-2955, srectenwald@chatham.edu
- **Head Coach, Men's Basketball, and Assistant Sports Information Director**, Andrew Garcia, 412-365-1649, agarcia@chatham.edu
- **Head Coach, Women's and Men's Cross Country and Track & Field, and Assistant Sports Information Director**, Kevin Wanichko, 412-365-2954, kwanichko@chatham.edu
- **Head Coach, Women's Ice Hockey and Softball**, Jason Evans, 412-365-1265, jevans@chatham.edu
- **Head Coach, Women's Soccer, and Student Athletic Advisory Committee (SAAC) Advisor**, Betsy Warren, 412-365-2953, bwarren@chatham.edu
- **Head Coach, Women's and Men's Swimming & Diving, and Equipment Manager**, Christina "Tilly" Sheets, 412-365-2945, csheets@chatham.edu
- **Head Coach, Women's and Men's Volleyball**, Marc Eberle, 412-365-2959, meberle1@chatham.edu
- **Head Athletic Trainer**, Laura Dillaman, 412-365-2946, ldillaman@chatham.edu

Career Development

- **Asst. Dean for Career Development**, Sean McGreevey, Ph.D., 412-365-1524, smcgreevey@chatham.edu
- **Assoc. Director of Career Development**, Monica Ritter, 412-365-1280, mritter@chatham.edu
- **Assoc. Director of Career Development, Career Advising, and Advising Student Employment**, Pam Turner, 412-365-2762, pturner@chatham.edu
- **Asst. Director of Career Development, Internships, Experiential Learning, and Career Advising**, Crystal Vietmeier, 412-365-1525, cvietmeier@chatham.edu

Office of Residence Life and Student Activities

- **Director of Student Affairs & Residence Life**, Heather Black, 412-365-2776, hblack@chatham.edu
- **Assoc. Director of Student Affairs & Residence Life**, Stephanie Alvarez, 412-365-1281, salvarez@chatham.edu
- **Residence Life Coordinator, Shadyside**, Devin Fabian, 412-365-1224, dfabian@chatham.edu
- **Residence Life Coordinator, Eden Hall**, Jarrod Kinkley, jkinkley@chatham.edu
- **Coordinator of Student Activities & Residence Life**, Emily Fidago, 412-365-1527, efidago@chatham.edu

Student Health and Wellness

- **Director of Student Health and Wellness**, Dr. Ron Giles, 412-365-1269, rgiles@chatham.edu
- **Director of Counseling Services**, Elsa Arce, Ph.D., 412-365-1282, arce@chatham.edu
- **Asst. Director of Counseling & Student Health Services**, Nicole Marinacci-Magee, 412-365-1714, nmagee@chatham.edu
- **Athletic and Fitness Center Coordinator**, Danielle Pais, 412-365-1625, dpais@chatham.edu

Campus Directory

Academic Affairs	412-365-1157
Academic Deans	
Patricia Downey, Ph.D., <i>Dean, School of Health Sciences</i>	412-365-1199
Darlene G. Motley, Ph.D. <i>Dean, School of Arts, Science, & Business</i> ...	412-365-2790
Peter Walker, Ph.D., <i>Dean, Falk School of Sustainability</i>	412-365-1842
Administration and Finance	412-365-1105
Admission	412-365-1290
Athletic & Fitness Center (AFC) Front Desk	412-365-1519
AFC, Intramurals, & Outdoor Recreation	412-365-1625
AFC Pool	412-365-2495
Alumni Relations	412-365-1256
Athletics	412-365-1625
Babysitting Referral Service	412-365-1507
Bookstore	412-365-1661
Business Office	412-365-1229
Café Rachel	412-365-1124
Campus Police	412-365-1111
Career Development	412-365-1209
Center for Women's Entrepreneurship	412-365-1253
Chatham Undergraduate Student Government	412-365-1261
College for Continuing and Professional Studies	412-365-1271
Communiqué (Student Newspaper)	412-365-1622
Community Programs	412-365-1148
Copy Center (Ricoh)	412-365-1108
Counseling Services	412-365-1282
Dining Services	412-365-1659
Facilities Management	412-365-1273
Falk School of Sustainability	412-365-1347
Fickes Hall Front Desk	412-365-1531
Financial Aid	412-365-2797
Global Focus	412-365-2924
Health Services	412-365-1714
Howe-Childs Gate House	412-365-2906

Human Resources 412-365-1847

Information Technology 412-365-1112

International Affairs 412-365-2714

Library 412-365-1670

Laughlin House Front Desk 412-365-1441

Office of Sustainability 412-365-1686

PACE Center 412-365-1523

Payroll 412-365-1603

Pennsylvania Center for Women and Politics 412-365-1878

Post Office 412-365-1270

President’s Office 412-365-1160

Public Safety 412-365-1230

Rachel Carson Institute 412-365-1637

Rea House Front Desk 412-365-1471

Registrar 412-365-2797

Residence Life 412-365-1518

School of Health Sciences 412-365-1711

School of Arts, Science, and Business 412-365-2467

Student Accounts 412-365-2797

Student Affairs 412-365-1281

Student Affairs and Dean of Students 412-365-1286

Theatre (Eddy) 412-365-1240

Transcripts 412-365-2963

Tutoring 412-365-1523

University Advancement 412-365-1514

University Marketing and Communications 412-365-1140

Women’s Institute 412-365-1446

Woodland Hall Front Desk 412-365-1657

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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AUGUST 2015

SUNDAY

16

MONDAY

17

ACTION
ITEMS

TUESDAY

18

ACTION
ITEMS

WEDNESDAY

19

ACTION
ITEMS

chatham UNIVERSITY

AUGUST 2015

SUNDAY

23

New International Student Move-In

MONDAY

24

New International Student Move-In
Bonner Leaders Orientation
Bonniers, R.I.S.E. & STEM Move-In, 9:00 a.m.,
Residence Halls
R.I.S.E. Orientation, 9:00 a.m., Various

ACTION
ITEMS

TUESDAY

25

Bonner Leaders Orientation
New International Student Orientation, 9:00
a.m., TBA
R.I.S.E. Orientation, 9:00 a.m., Various

ACTION
ITEMS

WEDNESDAY

26

Women's Equality Day
New & Transfer Student Orientation
Bonner Leaders Orientation
New International Student Orientation, 9:00
a.m., TBA
New Student Move-In Day, 10:00 a.m.,
Residence Halls
Women's Equality Day Voter Registration Table,
11:30 a.m., Anderson Dining Hall
Family Orientation, Noon, TBA

ACTION
ITEMS

New & Transfer Student Orientation
 English Language Program Orientation, 9:00
 a.m., TBA
 Student Employment Job Fair, Noon, Campus
 Quad
 Women's Soccer Scrimmage vs. Point Park
 University, 3:00 p.m., Varsity Field

27

ACTION
ITEMS

New & Transfer Student Orientation
 J. D. Eicher and the Goodnights, featuring
 Vineyard Junction, 7:30 p.m., Hilda M. Willis
 Amphitheater, Eden Hall Campus

28

ACTION
ITEMS

New & Transfer Student Orientation
 Returner Student Move-In, 9:00 a.m.,
 Woodland Hall

29

ACTION
ITEMS

AUGUST

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SEPTEMBER

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SEPTEMBER 2015

SUNDAY

30 International Day of the Disappeared

MONDAY

31

**ACTION
ITEMS**

TUESDAY

1

**ACTION
ITEMS**

WEDNESDAY

2

**ACTION
ITEMS**

New & Transfer Student Orientation
OM's in the Outfield, 8:00 a.m., PNC Park
MBA/MAcc New Student Orientation, 12:30
p.m., JKM Library Room 103
*Graduate Student Welcome, 2:00 p.m., Mellon
Board Room*
Opening Convocation, 4:00 p.m., Chapel
*Global Focus Picnic: Year of Climate Change,
5:00 p.m., Quad*
B&E Mixer at Global Focus Picnic, 5:00 p.m.,
Quad

First Day of Classes

Residence Hall Council Elections
Welcome Booths, 10:30 a.m., Various
Voter Registration Table, 11:30 a.m., Anderson
Dining Hall
MacBook Monday: Basics of using the
MacBook Air, 3:30 p.m., Library, Rm. 103
Grad Apartment Block Party, 5:00 p.m., Fifth
Avenue Apartments
Dine with the Deans Class of 2019, 6:00 p.m.,
Dean Waite's Home (126 Woodland Rd)
Community Hall Night, 8:00 p.m., Residence
Halls

Residence Hall Council Elections
*Student Activities Fair & Athletics Meet &
Greet, 11:00 a.m., Quad*
Technology Tuesday: Moodle, 11:30 a.m.,
Library, Rm. 103
Gateway Lunch, 11:30 a.m., Quad
RHC Kickoff & Chatham Women's Soccer
Tailgate, 4:00 p.m., Varsity Field
Women's Soccer vs. Salem International
University, 5:00 p.m., Varsity Field
Women's Volleyball @ Carlow University, 7:00
p.m., Carlow University

Residence Hall Council Elections
Voter Registration Table, 11:30 a.m., Anderson
Dining Hall
Central Blood Bank Fall Blood Drive, Noon,
McCrary Café, 3rd Floor, AFC
Uncommon Prayer, 4:00 p.m., Woodland 103
Education Town Meeting, 4:00 p.m., TBA
Hi! My Name Is... Gateway Mixer, 4:30 p.m.
Student Union
Dine with the Deans Class of 2019, 6:00 p.m.,
Dean Waite's Home (126 Woodland Rd)
Education Department Mandatory Act 126
training, 6:00 p.m., TBA
S'mores at the Fire Pit, 8:00 p.m., AFC Patio/
Fire pit

Residence Hall Council Elections

Matzo Ball Soup, 11:30 a.m., Café Rachel
 Making the Most of a Mentoring Relationship,
 11:30 a.m., McGuire Room
 CSG Senate Meeting, 11:30 a.m., Conover
 Room
 Intramural Kickoff featuring Bongo Ball, 4:00
 p.m., Quad
 Ice Cream Social, 5:00 p.m., Anderson Dining
 Hall

3

**ACTION
ITEMS**

SEPT

Residence Hall Council Elections

Faculty & Staff "Choir Practice," 4:00 p.m.,
 Café Rachel
 Women's Volleyball @ La Roche College,
 4:00 p.m.
 Women's Volleyball @ La Roche College vs.
 Baldwin Wallace, 5:30 p.m.
 Men's and Women's Cross Country @
 Westminster College Invitational, 6:30 p.m.
 Welcome Back Dance, 7:00 p.m., AFC Patio

4

**ACTION
ITEMS**

Women's Volleyball @ La Roche College
 Tournament vs. Alfred University, 10:00 a.m.
 Women's Volleyball @ La Roche College
 Tournament vs. Washington & Jefferson,
 1:00 p.m.
 Auditions for Fall Show, TBD, Eddy Theatre
 Women's Soccer vs. PSU Greater Allegheny
 featuring Nutmeg Carson Halftime
 Competition, 1:00 p.m., Varsity Field
 Hunger Games Squirt Gun Battle Sponsored by
 Relay for Life, 2:00 p.m., Quad
 Riverhounds Game, 7:00 p.m., Highmark
 Stadium

5

**ACTION
ITEMS**

AUGUST

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SEPTEMBER

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September is

**National Sickle Cell
Awareness Month**

**National Ovarian Cancer
Awareness Month**

**Hispanic Heritage Month
(Sept. 15-Oct. 15)**

SEPTEMBER 2015

SUNDAY

6

Auditions for Fall Show, TBD, Eddy Theatre
 Trip to Sandcastle, 11:00 a.m., Sandcastle
 Water Park
 Global Citizen LLC: Coffee and Current Events
 Series - Mug Making, 3:00 p.m., Laughlin
 Living Room

MONDAY

7

Labor Day: Classes in session
 CSG Class of 2019 Elections, 12:01 a.m.,
 Moodle
 All Student Affairs Staff Training, 6:00 p.m.,
 Eddy Theatre
 Community Hall Nights, 8:00 p.m., Residence
 Halls

ACTION
ITEMS

TUESDAY

8

International Literacy Day

Add/drop period ends
 TRANSformation Tuesday
 Commuter Appreciation Lunch, 11:00 a.m.,
 Anderson Dining Hall
 UBC Meeting, 11:30 a.m., Devore Room
 Voter Registration Table, 11:30 a.m., Anderson
 Dining Hall
 Studying In College, 4:00 p.m., McGuire Room
 Spinning @ Steel Revolution, 5:00 p.m., Steel
 Revolution: Shadyside
 Dine with the Deans Class of 2019, 6:00 p.m.,
 Dean Waite's Home (126 Woodland Rd)
 Helping to adjust on campus with Therapy
 Dogs, 7:00 p.m., Fickes Hall
 Are You There, God? It's Me, Chatham., 7:00
 p.m., Café Rachel

ACTION
ITEMS

WEDNESDAY

9

Yoga, Noon, AFC Dance Studio
 Uncommon Prayer, 4:00 p.m., Woodland 103
 Rachel Carson LLC Kickoff Event: Nature Walk,
 6:00 p.m., Campus and Local Trails
 Women's Volleyball @ PSU Greater Allegheny,
 7:00 p.m.
 Women's Leadership LLC Kickoff Event: 147
 Years of Empowerment, 7:00 p.m., Fickes
 Living Room
 Global Citizen LLC Kickoff Event: Say Hello &
 House Decoration Party, 7:00 p.m., Laughlin
 Living Room

ACTION
ITEMS

(Tentative) New Student Center Grand Opening, All Day, Carriage House
 CSG Senate Meeting, 11:30 a.m., Conover Rm.
 Voter Registration Table, 11:30 a.m., Anderson Dining Hall
 CWC Monthly Workshop Series, 11:30 a.m., PCW Room
 Library Workshop: Library 101, 11:30 a.m.
 Lunch & Learn, 11:30 a.m., Carriage House
 Time Management, 3:00 p.m., Davis Room
 Hip Hop, 5:00 p.m., AFC Dance Studio
 Transfer Students' Dine with the Deans Class of 2019, 6:00 p.m., Dean Waite's Home (126 Woodland Rd)
 CS: Singer Brook Annibale, 7:00 p.m., Café Rachel

World Suicide Prevention Day

10

ACTION ITEMS

Women Business Leaders Breakfast Series, 7:30 a.m., Welker Room
 LEAD: Wilderness Expedition, 6:00 p.m., Ohiopyle, PA
 Pirates Game, 7:00 p.m., PNC Park
 The Improvised Shakespeare Company, 7:30 p.m., Hilda M. Willis Amphitheater, Eden Hall Campus

11

ACTION ITEMS

Women's Volleyball vs. Thomas More College featuring 50/50 Raffle, Noon, AFC
 Women's Volleyball vs. & Grove City College featuring 50/50 Raffle, Noon, AFC
 Creative Writing Club's Vintage Carnival Extravaganza, Noon, Quad
 Women's Soccer vs. Hilbert College, 2:00 p.m., Varsity Field
 CSG Retreat, 5:00 p.m., TBA
 Movie Under the Stars, 8:30 p.m., Quad

Ethiopian New Year

12

ACTION ITEMS

SEPTEMBER

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OCTOBER

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INTRAMURALS

Basketball

starting September 13

Sundays, 5 p.m., AFC Gym

Soccer

starting September 16

Wednesdays, 9 p.m., AFC Gym

SEPTEMBER 2015

Sept. 15-Oct. 15:
***Hispanic Heritage
Month***

Sept. 14-18:
***Graduate Student
Appreciation Week***

SUNDAY

13 Rosh Hashanah

CSG Retreat, Eden Hall Campus
Strip District World Festival, Noon, Strip District (Penn Ave between 22nd and 27th streets)

MONDAY

14 Rosh Hashanah

Grad Appreciation Week Kick Off, 9:00 a.m., Eastside Mezzanine
Grad Appreciation Lunches, 11:30 a.m., Anderson Dining Hall
How To Adult, 2:00 p.m., TBD
Library Workshop: Library 101, 3:00 p.m., JKM Library
MacBook Monday: Apps for the Mac, 3:30 p.m., Library, Rm. 103

**ACTION
ITEMS**

TUESDAY

15 Rosh Hashanah

Hispanic Heritage Kickoff Lunch, 11:00 a.m., Anderson Dining Hall
Avoiding the First Year 15, 11:30 a.m., Mellon Board Room
Women's Volleyball, Tailgate & Faculty Appreciation, 3:00 p.m., AFC
W's Volleyball vs. LaRoche, 4:00 p.m., AFC
Taking Great Classroom Notes, 4:00 p.m., McGuire Room
GSA Meeting, 5:00 p.m., Conover Room
R.I.S.E. Mentors & Mentees Night Out with the Dean of Students, 7:00 p.m., 126 Woodland
Feminism 101: A CoEd Campus hosted by the Women's Leadership LLC, 7:00 p.m., Woodland Classroom
W's Volleyball vs. Westminster, 8:00 p.m., AFC

**ACTION
ITEMS**

WEDNESDAY

16 International Day for the Preservation of the Ozone Layer

HHM: Churros & Careers, 11:00 a.m., Dilworth Hall
Yoga, Noon, AFC Dance Studio
Vira I Heinz Leadership Program Information session, Noon, Mellon Living Room
Uncommon Prayer, 4:00 p.m., Woodland 103
All Bonners Monthly Meeting, 4:00 p.m., Carriage House
Graduate Student Appreciation Week: Tapas and Wine at Dean Waite's, 6:00 p.m., 126 Woodland Rd
Sleep, Hygiene & Stress, 7:00 p.m., Fickes Hall
HHM: Living On One Dollar Documentary Screening, 8:00 p.m., Eddy Theatre

**ACTION
ITEMS**

CSG Senate Meeting, 11:30 a.m., Conover Room

Constitution Day and Citizenship Day

17

Lunch with the Multi-Faith Council, 11:30 a.m., Anderson Dining Hall

Lunch & Learn, 11:30 a.m., Carriage House

Squash Clinic, Noon, AFC Squash Courts

Networking Primer, 4:00 p.m., TBD

Global Mixer, 4:00 p.m., Mellon Board Room

Financial Wellness, 4:00 p.m.,

Global Mixer ft. Mug Club, 4:00 p.m., Mellon Board Room

Hip Hop, 5:00 p.m., AFC Dance Studio

Laser Tag on the Quad, 7:00 p.m., Quad

Words Without Walls Reading Series: Natalie Diaz, 8:00 p.m., Welker Room

ACTION ITEMS

Student Organization Retreat, 4:00 p.m., Welker

18

Carnegie Science Center 21+ Night, 6:00 p.m., Carnegie Science Center

Outdoor Recreation: Camp Guysuta, 10:00 a.m., Camp Guysuta: Sharpsburg, PA

Women's Soccer vs. Pitt-Greensburg featuring Nutmeg Carson Halftime Competition, 2:00 p.m., Varsity Field

ACTION ITEMS

Harvest Tasting, 6:30 p.m., Eden Hall Campus
Saturday Campus Tour, 9:45 a.m., Shadyside Campus

19

RISE Service Day, 10:00 a.m., Depart from Chapel

Men's and Women's Cross Country @ St. Vincent College Invitational

ACTION ITEMS

SEPTEMBER

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OCTOBER

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INTRAMURALS

Basketball

starting September 13

Sundays, 5 p.m., AFC Gym

Soccer

starting September 16

Wednesdays, 9 p.m., AFC Gym

SEPTEMBER 2015

SUNDAY

20 Hajj

Outdoor Recreation: Biking, Noon, Golden Triangle Bike: Pittsburgh, PA
Global Citizen LLC: Coffee and Current Events Series, 3:00 p.m., Carriage House 1st Floor
IM Basketball, 5:00 p.m., AFC Gym

MONDAY

21 Hajj; International Day of Peace; Education Abroad Week

Voter Registration Table, 11:30 a.m., Anderson Dining Hall
Study Abroad Information Session/ Study Abroad Alumni session, Noon, Mellon Board Room
MacBook Monday: Using the Cloud to Prevent Stormy Days, 3:30 p.m., Library, Rm. 103
Library Workshop: What's New, 5:30 p.m., JKM Library
Women's Volleyball @ PSU Altoona, 7:00 p.m.
HHM: Salsa Dancing @ Sevicehe, 9:00 p.m., 930 Penn Ave

ACTION ITEMS

TUESDAY

22 Hajj; Yom Kippur

Study Abroad Fair, 11:00 a.m., Mellon Board Room
USMC Leadership Workout, 11:30 a.m., AFC Gym
Undergraduate Budget Committee Meeting, 11:30 a.m., Devore Room
Technology Tuesday: Microsoft Word, 11:30 a.m., Library, Rm. 103
How To Earn Better Grades Workshop Series: Getting the Most from your Textbooks in the Least Amount of Time, 4:00 p.m., McGuire Room
Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside
Are You There, God? It's Me, Chatham., 7:00 p.m., Café Rachel

ACTION ITEMS

WEDNESDAY

23 Hajj; Yom Kippur; Eid al-Adha

Yoga, Noon, AFC Dance Studio
Uncommon Prayer, 4:00 p.m., Woodland 103
Service Opportunity: Gilda's Club, 4:30 p.m., 2816 Smallman Street
Pittsburgh, PA 15222
Rachel Carson LLC: Make Your Own Terrarium, 7:00 p.m., Rea Living Room
IM Soccer, 9:00 p.m., AFC Gym
Women's Soccer @ Carlow University, 7:00 p.m.

ACTION ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room
 Jeopardy: Sex Ed Session, 11:30 a.m., Mellon Board Room
 Library Workshop: Mendeley, 11:30 a.m., JKM Library
 Squash Clinic, Noon, AFC Squash Courts
 Financial Wellness, 4:00 p.m., Dilworth
 Professional Makeup Workshop, 5:00 p.m., McGuire Room, 3rd Floor, JKM Library
 Hip Hop, 5:00 p.m., AFC Dance Studio
 CS & HHM: Beleza, 7:00 p.m., Rea Coffee House
 Women's Volleyball vs. Thiel College, 7:00 p.m., AFC

Hajj: Eid al-Adha

24

ACTION ITEMS

Global Citizen LLC: Cultural Dinner, 5:00 p.m., Quad

Hajj

25

ACTION ITEMS

Hold the Harmless Conference, All Day, Mellon Center
 Undergraduate Business Students' Retreat, 10:00 a.m., Gate House
 Hunt for Booze, 7:00 p.m., Shadyside
 Chatham at the Cultural District: Jersey Boys, 8:00 p.m., Benedum Center

26

ACTION ITEMS

SEPTEMBER

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OCTOBER

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INTRAMURALS

Basketball

starting September 13

Sundays, 5 p.m., AFC Gym

Soccer

starting September 16

Wednesdays, 9 p.m., AFC Gym

chatham UNIVERSITY

SEPTEMBER 2015

SUNDAY

27 Banned Books Week; Sukkot; Chinese Moon Festival

Battle of the Classes
IM Basketball, 5:00 p.m., AFC Gym
BOTC: Window Painting, 7:00 p.m., Anderson

MONDAY

28

Battle of the Classes
How To Adult, 2:00 p.m., TBD
Library Workshop: Plagiarism & Citation, 2:00 p.m., JKM Library
Women's Soccer vs. Washington Adventist University, 4:00 p.m., Varsity Field
Chinese Mid-Autumn Festival Celebration at Dean Waite's, 5:00 p.m., 126 Woodland Road
Library Workshop: Basic Databases, 5:15 p.m., JKM Library

**ACTION
ITEMS**

TUESDAY

29

Battle of the Classes
Library Workshop: Zotero, 11:30 a.m., JKM Library
How To Earn Better Grades Workshop Series: Acing Objective Tests, 4:00 p.m., McGuire Room
Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside
BOTC: Mystery Event, 6:00 p.m., AFC Patio
Women's Volleyball @ Waynesburg University, 7:00 p.m.

**ACTION
ITEMS**

WEDNESDAY

30

Battle of the Classes
Yoga, Noon, AFC Dance Studio
Uncommon Prayer, 4:00 p.m., Woodland 103
IM Soccer, 9:00 p.m., AFC Gym

**ACTION
ITEMS**

Battle of the Classes

LGBTQ History Month Display, Quad
 What Color are my Rights?, All Day, Various
 CSG Senate Meeting, 11:30 a.m., Conover Rm
 Matza Ball Soup, 11:30 a.m., Sukkot Hut Party
 on the Quad
 Party in the Sukkot Hut, 11:30 a.m., Quad
 Squash Clinic, Noon, AFC Squash Courts
 Test Taking Strategies and Test Anxiety, 3:00
 p.m., Davis Room
 Financial Wellness, 4:00 p.m., Dilworth
 Banned Book Week, 5:00 p.m., Mellon Board Rm
 Hip Hop, 5:00 p.m., AFC Dance Studio
 BOTC: Mystery Night, 6:00 p.m., Quad
 Salsa Dancing with Arthur Murray Dance
 Studio, 6:00 p.m., Welker

1

ACTION
ITEMS

Battle of the Classes

What Color Are Your Rights? hosted by This Is
 Me!, All Day, Around Campus
 Women Business Leaders Breakfast Series,
 7:30 a.m., Welker Room, James Laughlin
 Music Center
 Faculty & Staff "Choir Practice", 4:00 p.m.,
 Café Rachel
 Men's and Women's Cross Country @
 Washington & Jefferson College Invitational,
 6:30 p.m.,
BOTC: Song Contest, 7:00 p.m., Eddy Theatre
BOTC Winner Reveal Reception, 8:00 p.m., Rea
Coffeehouse
 Melanie Brown Lecturer: Karen Bender,
 8:00 p.m., Mellon Board Room

2

ACTION
ITEMS

High School Girls Basketball "Play Day", AFC
 Women's Volleyball @ Franciscan University,
 2:00 p.m.
 Women's Soccer @ Washington & Jefferson
 College, 3:00 p.m.
 CS: Trivia, 7:00 p.m., Café Rachel
 Men's and Women's Cross Country @ St.
 Carnegie Mellon University Invitational, TBA

3

ACTION
ITEMS

SEPTEMBER

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OCTOBER

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SUNDAY

4 Shemini Atzeret

IM Basketball, 5:00 p.m., AFC Gym
Service @ Squirrel Hill Food Pantry, 10:45 a.m.,
828 Hazelwood Avenue

MONDAY

5 Shemini Atzeret; Simchat Torah; World Teachers' Day

Last day to withdraw: 1st 7-week session
Volleyball Cancer Awareness Bake Sale and
T-shirt Sale, All Day
Voter Registration Deadline, All Day, Anderson
Dining Hall/Braun Hall Second Floor
Commuters - Stop by Student Activities for a
Goody Bag!, 9:00 a.m., Carriage House
Drink Pink for Breast Cancer Awareness, 11:30
a.m., Quad/Library Porch (rain location)
Library Workshop: Evaluating Resources, 4:00
p.m., JKM Library
Making the Most Out of Studying at An
American University, 5:30 p.m., Woodland
103
Community Hall Nights, 8:00 p.m., Residence
Halls

**ACTION
ITEMS**

TUESDAY

6

TRANSformation Tuesday
Volleyball Cancer Awareness Bake Sale and
T-shirt Sale, All Day
UBC Meeting, 11:30 a.m., Devore Room
Stress Management, 11:30 a.m., Davis Room
Gateway Lunch, 11:30 a.m., Anderson
Spinning @ Steel Revolution, 5:00 p.m.
GSA Meeting, 5:00 p.m., Chatham Eastside
Main Conference Room
Commuter Dessert at Dean Waite's, 5:30 p.m.,
126 Woodland Rd
Volleyball Cancer Awareness, 6:00 p.m., AFC
W's Volleyball vs. Carlow featuring Pizza
Contest, 7:00 p.m., AFC
Are You There, God? It's Me, Chatham., 7:00
p.m., Café Rachel

**ACTION
ITEMS**

WEDNESDAY

7

Undergraduate Health and Safety Inspections
Commuter Appreciation Lunch, 11:00 a.m.,
Anderson Dining Hall
RISE: Talk It Out, 11:30 a.m., Mellon Living
Room
Yoga, Noon, AFC Dance Studio
Women's Soccer, Faculty & Staff Appreciation
Tailgate, 3:00 p.m., Varsity Field
Women's Soccer vs. Bethany College, 4:00
p.m., Varsity Field
Uncommon Prayer, 4:00 p.m., Woodland 103
IM Soccer, 9:00 p.m., AFC Gym

**ACTION
ITEMS**

CSG Senate Meeting, 11:30 a.m., Conover Rm
 Lunch & Learn, 11:30 a.m., Carriage House
 Squash Clinic, Noon, AFC Squash Courts
 Gas Card Hunt, 1:00 p.m., Meet at Café Rachel
 Time Management, 4:00 p.m., Chatham
 Eastside Conference Room
 Job Fair Prep Workshop, 11:30 a.m., McGuire Rm
 Financial Wellness, 4:00 p.m., Dilworth Hall
 Hip Hop, 5:00 p.m., AFC Dance Studio
 W's Volleyball vs. Thomas More, 4:00 p.m., AFC
 W's Volleyball vs. Waynesburg, 6:00 p.m., AFC
 Chalk the Quad, 6:00 p.m., Quad
 Feminism 102: Equity vs. Equality hosted by
 the Women's Leadership LLC, 7:30 p.m.,
 Woodland Classroom

8

ACTION ITEMS

Undergraduate Health and Safety Inspections
 Pride Flag Handprinting, 11:00 a.m., Anderson
 Dining Hall
 Coming Out Dialogues, 7:00 p.m., Rea Coffee
 House

9

ACTION ITEMS

Conversations & Connections Writers
 Conference, 8:00 a.m., Shadyside Campus
 Cross Country Fan Tailgate hosted by
 Woodland RHC, 9:30 a.m., Schenley Park,
 Men's and Women's Cross Country @
 Carnegie Mellon University Invitational
 featuring Faculty/Staff Appreciation &
 Senior Recognition, 10:00 a.m.
 Women's Volleyball @ Bethany College
 Women's Volleyball @ Bethany College, vs. St.
 Vincent College

World Mental Health Day

10

ACTION ITEMS

OCTOBER

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NOVEMBER

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October is
National Arts and Humanities Month
Breast Cancer Awareness Month
Adopt-a-Shelter-Dog Month

OCTOBER 2015

SUNDAY

11 National Coming Out Day

National Coming Out Day - LGBTQ Awareness and Support Event - "If You Can Play You Can Clay" Campaign for NCAA, All Day, AFC Gym
Women's Soccer @ Thomas More College, Noon, Thomas More College
Outdoor Recreation: Spelunking, Noon, Laurel Caverns: Hopwood, PA

MONDAY

12 Columbus Day

Long Weekend
Washington DC Weekend
Undergraduate Campus Visit Day, 9:00 a.m., Shadyside Campus

**ACTION
ITEMS**

TUESDAY

13

Long Weekend
Rachel Carson LLC: Garbage Dump, All Day, Quad
How To Earn Better Grades Workshop Series: Learning from Your Mistakes on Tests, 4:00 p.m., McGuire Room
Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside
Think Big Forum: "Women Revolutionizing Health", 6:00 p.m., Eddy Theatre
Women's Volleyball @ Thiel College, 7:00 p.m.

**ACTION
ITEMS**

WEDNESDAY

14 Shemini Atzeret

First Day of Classes: 2nd 7-week session
Western PA Collegiate Job and Internship Fair (WestPACS), 10:00 a.m., Monroeville Convention Center
Yoga, Noon, AFC Dance Studio
Uncommon Prayer, 4:00 p.m., Woodland 103
Got a Green Thumb?: Creating an Indoor Garden hosted by Rachel Carson Environmental LLC, 6:00 p.m., Rea Coffee House
Women's Soccer @ Geneva College, 7:00 p.m.
Eating Healthy on a Mental and Financial Budget, 7:30 p.m., Woodland Sunporch
IM Soccer, 9:00 p.m., AFC Gym

**ACTION
ITEMS**

CSG Senate Meeting, 11:30 a.m., Conover Room

15

Lunch with the Multi-Faith Council, 11:30 a.m., Anderson Dining Hall

Lunch & Learn, 11:30 a.m., Carriage House

Squash Clinic, Noon, AFC Squash Courts

Financial Wellness, 4:00 p.m., Dilworth Hall

Mug Club, 4:00p.m., Eastside Café

Women's Volleyball @ Geneva College, 4:00 p.m.

Hip Hop, 5:00 p.m., AFC Dance Studio

Women's Volleyball @ Geneva College, vs.

Washington & Jefferson College, 6:00 p.m.

LGBTQIA: Comedian Emma Willmann, 7:00 p.m., Rea Coffee House

ACTION ITEMS

Winter Break Housing Request Forms available on myChatham

World Food Day

16

World Food Day Dinner and Discussion, 5:00 p.m., Mellon board Room

Dr. Horrible Sing-A-Long Blog Shadowcast, 8:00 p.m., Eddy Theatre

ACTION ITEMS

Men's and Women's Cross Country @ Oberlin College Inter-Regional Rumble, TBA

International Day for the Eradication of Poverty

17

PA program Admissions Day, 7:00 a.m., Eastside

High School Girls Basketball Clinic, AFC

Saturday Open House- Undergraduate, 9:45 a.m., Shadyside, Eastside and Eden Hall Campuses

Women's Soccer vs. Thiel College Featuring Cancer Awareness, 2:00 p.m., Varsity Field

Chatham Choir Cabaret Benefit, 5:00 p.m., Welker Board Room

ACTION ITEMS

OCTOBER

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NOVEMBER

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HALLOWEEN DINNER FEATURING MOCKTAILS

Thursday, October 29
5:00 p.m., Anderson

Comedy Hypnosis with a Twist
starts after event at 7:00 p.m.!

OCTOBER 2015

SUNDAY

18 Navaratri/Durga Puja

MONDAY

19 Navaratri/Durga Puja

**ACTION
ITEMS**

TUESDAY

20 Navaratri/Durga Puja

**ACTION
ITEMS**

WEDNESDAY

21 Navaratri/Durga Puja

**ACTION
ITEMS**

Outdoor Recreation: Horseback Riding, 10:00 a.m., Rolling Hills Ranch: Bridgeville, PA
Global Citizen LLC: Coffee and Current Events Series, 3:00 p.m., Carriage House 1st Floor
IM Basketball, 5:00 p.m., AFC Gym
Men's and Women's Swimming & Diving Intersquad Meet, 6:00 p.m., Sigo Falk Natatorium

Last day of classes: 1st 7-week session

Graduate Health and Safety Inspections
Silent Witness Exhibit, Library Lobby
Body Image Awareness Campaign, 11:00 a.m., Anderson Dining Hall
How To Adult, 2:00 p.m., TBD
Networking Primer, 4:00 p.m., Falk 117
B&E Dept. "Network Like a Professional" Mixer, 4:30 p.m., Kresge Atrium
Library Workshop: Mendeley, 5:15 p.m.,
Body Image Awareness Speaker: Dana Stephens, LPC, 7:00 p.m., Conover Room
W's Volleyball vs. Pitt Greensburg, 7:00 p.m., AFC

Silent Witness Exhibit, Library Lobby
Campus View: How I Want to be Seen, All Day, Across Campus/Anderson
Depression Information Table, 11:00 a.m., Anderson Dining Hall Lobby - 1st Floor
UBC Meeting, 11:30 a.m., Devore Room
Stress Management, 4:00 p.m., Chatham Eastside Conference Room
Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside
R.I.S.E.: Salsa Dancing, 5:30 p.m., Depart from Chapel
Kayaking Clinic, 7:00 p.m., AFC Pool
Pantene Beautiful Lengths Hair Donation for Breast Cancer, 7:00 p.m., Woodland Sunporch

Last day to withdraw: 2nd 7-week session

Silent Witness Exhibit, Library Lobby
Yoga, Noon, AFC Dance Studio
All Bonners Monthly Meeting, 4:00 p.m., Carriage House
Professional Makeup Workshop, 4:00 p.m., McGuire Room
Women's Soccer vs. Westminster College, 4:00 p.m., Varsity Field
Uncommon Prayer, 4:00 p.m., Woodland 103
"America the Beautiful" Documentary Screening, 6:00 p.m., Eddy Theatre
IM Soccer, 9:00 p.m., AFC Gym
De-stress with Therapy Dogs, 8:00 p.m., Fickes Hall

Graduate Health and Safety Inspections
 Silent Witness Exhibit, Library Lobby
 "Rock Your Body", All Day, AFC
 Domestic Violence Information Table, 11:00 a.m., Anderson Dining Hall Lobby
 CSG Senate Meeting, 11:30 a.m., Conover Rm
 Career and Major Exploration Workshop, 11:30 a.m., McGuire Room
 Lunch & Learn, 11:30 a.m., Carriage House
 Library Workshop: Evaluating Resources, 11:30 a.m.
 Squash Clinic, Noon, AFC Squash Courts
 Homesickness and Culture Shock, 4:00 p.m., Sanger Hall
 Financial Wellness, 4:00 p.m., Dilworth Hall
 Hip Hop, 5:00 p.m., AFC Dance Studio

Navaratri/Durga Puja: Dussehra

22

ACTION ITEMS

Family and Friends Weekend
 Graduate Health and Safety Inspections
 Silent Witness Exhibit, Library Lobby
 CMA's Young Art Fair, Noon, Mellon Board Room
 Men's and Women's Swimming & Diving @ Westminster College, 6:00 p.m.
 Words Without Walls Reading Series: Nick Flynn, 8:00 p.m., Welker Room

Navaratri/Durga Puja: Ashura

23

ACTION ITEMS

Family and Friends Weekend
 Men's & Women's Diving @ Clarion Diving Invitational
 Saturday Campus Tour, 9:45 a.m., Shadyside Campus
 Soccer Senior Recognition, 1:00 p.m., Varsity Field
 Women's Soccer vs. Waynesburg, 2:00 p.m., Varsity Field
 Women's Volleyball vs. Bethany, 6:00 p.m., AFC
 Phantom Fright Nights at Kennywood, 7:00 p.m., Kennywood
 Women's Ice Hockey 2nd Annual Alumnae Game, TBA, Alpha Ice Complex

United Nations Day

24

ACTION ITEMS

OCTOBER

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NOVEMBER

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HALLOWEEN DINNER FEATURING MOCKTAILS

Thursday, October 29
 5:00 p.m., Anderson

Comedy Hypnosis with a Twist
 starts after event at 7:00 p.m.!

OCTOBER 2015

SUNDAY

25

Family and Friends Weekend

Men's & Women's Diving @ Clarion Diving
Invitational
Beautify Chatham: Tulip Planting and Campus
Cleanup, TBD, Campus
IM Squash, 5:00 p.m., AFC Gym
Women's Ice Hockey Purple vs. White Game,
TBA, Alpha Ice Complex

MONDAY

26

Advising Week

Library Workshop: Ebooks, 4:00 p.m., JKM
Library
Women's Volleyball Senior Recognition Game
vs. Franciscan University, 7:00 p.m., AFC
LGBT: Celebrating Stonewall: The Stonewall
Uprising Documentary Viewing, 7:00 p.m.,
Eddy Theatre

ACTION
ITEMS

TUESDAY

27

Advising Week

Spinning @ Steel Revolution, 5:00 p.m., Steel
Revolution: Shadyside
R.I.S.E. Mentor & Mentee Game Night,
5:30 p.m., Student Union

ACTION
ITEMS

WEDNESDAY

28

Advising Week

PAAR Information Table, 11:00 a.m., Anderson
Dining Hall Lobby
Yoga, Noon, AFC Dance Studio
Women's Soccer @ St. Vincent, 4:00 p.m.
Uncommon Prayer, 4:00 p.m., Woodland 103
IM Volleyball, 9:00 p.m., AFC Gym

ACTION
ITEMS

Advising Week

CSG Senate Meeting, 11:30 a.m., Conover Room

Library Workshop: Tour the University Archives and Special Collections!, 11:30 a.m., JKM Library

Lunch & Learn, 11:30 a.m., Carriage House

Squash Clinic, Noon, AFC Squash Courts

Financial Wellness, 4:00 p.m., Dilworth Hall
Halloween Dinner featuring Mocktails, 5:00 p.m., Anderson

Comedy Hypnosis with a Magic Twist, 7:00 p.m., Eddy Theatre

29

ACTION ITEMS

Advising Week

Mug Club and Haunted House, 6:00 p.m., Café Rachel

30

ACTION ITEMS

Graduate Student Open House, 8:30 a.m., Shadyside, Eastside and Eden Hall Campuses

Harvest FunFest, 10:00 a.m., Quad

Men's and Women's Swimming and Diving Invitational featuring Fan Tailgate, Noon, Sigo Falk Natatorium

Women's Soccer @ Grove City College, 1:00 p.m.

Men's and Women's Cross Country @ St. Vincent College for PAC Championships, TBA

Halloween

31

ACTION ITEMS

OCTOBER						
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NOVEMBER						
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29	30					

HALLOWEEN DINNER FEATURING MOCKTAILS

Thursday, October 29
5:00 p.m., Anderson

Comedy Hypnosis with a Twist starts after event at 7:00 p.m.!

NOVEMBER 2015

SUNDAY

1

NAIHM: Sweat Lodge Building, Noon, Rea
Coffee House
IM Squash, 5:00 p.m., AFC Gym

MONDAY

2

Gateway Appreciation Week Kick Off, 9:00
a.m., Residence Life Office
How To Adult, 2:00 p.m., TBD
Community Hall Night, 8:00 p.m., Woodland,
Rea, Fickes & Chatham Apartments

ACTION
ITEMS

TUESDAY

3

TRANSformation Tuesday
Commuter Appreciation Lunch, 11:00 a.m.,
Anderson Dining Hall
Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room
Gateway Appreciation Week Lunch, 11:30 a.m.,
Anderson Dining Hall
Spinning @ Steel Revolution, 5:00 p.m., Steel
Revolution: Shadyside
GSA Meeting, 5:00 p.m., Conover Room
Election Day!, 7:00 a.m., Your polling Place
Kayaking Clinic, 7:00 p.m., AFC Pool

ACTION
ITEMS

WEDNESDAY

4

Gateway Appreciation Week: Wine & Chesse
with Dean Waite, 9:00 a.m., 126 Woodland
Rd.
Yoga, Noon, AFC Dance Studio
Internship Preparation Workshop, 4:00 p.m.,
McGuire Room, 3rd Floor, JKM Library
Uncommon Prayer, 4:00 p.m., Woodland 103
Gateway Appreciation Week: Tapas and Wine
at Dean Waite's, 6:00 p.m., 126 Woodland
Rd
Men's and Women's Swimming and Diving @
Washington and Jefferson, 6:00 p.m.
Women's Leadership LLC: Marginalized
Minorities, 7:00 p.m., Rea Coffee House
IM Volleyball, 9:00 p.m., AFC Gym

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

5

Internship Preparation Workshop, 11:30 a.m., McGuire Room

Matza Ball Soup, 11:30 a.m., Café Rachel

Squash Clinic, Noon, AFC Squash Courts

Financial Wellness, 4:00 p.m., Dilworth Hall

Gateway Sweet Treat Train, 4:00 p.m., Café Rachel

Hip Hop, 5:00 p.m., AFC Dance Studio

Wigle Whiskey Potluck, 6:00 p.m., Wigle Whiskey

ACTION ITEMS

Global Citizen LLC & NAIHM: Folklore and Storytelling

Night, 7:00 p.m., Laughlin Living Room

6

Internship Preparation Workshop, 3:00 p.m., McGuire Room, 3rd Floor, JKM Library

Faculty & Staff "Choir Practice", 4:00 p.m., Café Rachel

Sigma Lambda Initiation, 4:30 p.m., Welker Room

Comedy Night @ Rea Coffee House, 7:00 p.m., Rea Coffee House

ACTION ITEMS

7

Saturday Campus Tour, 9:45 a.m., Shadyside Campus

Outdoor Recreation: Archery, Noon, Camp Guyasuta: Sharpsburg, PA

Men's and Women's Swimming and Diving @ PSU Behrend, 1:00 p.m.

Men's Basketball Tailgate, 6:00 p.m.

Men's Basketball Purple & White Scrimmage, 7:00 p.m., AFC

Women's Ice Hockey Exhibition vs Opponent TBD, TBA, Alpha Ice Complex

ACTION ITEMS

NOVEMBER

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DECEMBER

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NOV

November is

Lung Cancer Awareness Month

National Nutrition Month

Alzheimer's Disease Awareness Month

National Diabetes Month

National American Indian Heritage Month

NOVEMBER 2015

SUNDAY

8

Rachel Carson LLC: Trip to Phipps Conservatory,
2:00 p.m., Depart from Chapel
IM Squash, 5:00 p.m., AFC Gym

MONDAY

9

Last day to withdraw
Veteran Student Appreciation Week
Veteran Student Appreciation Week Kickoff,
9:00 a.m., Carriage House
Project 22, 6:00p.m., Eddy Theatre

ACTION
ITEMS

TUESDAY

10

Veteran Student Appreciation Week
Student Veteran Luncheon, 11:30 a.m.,
Anderson Dining Hall
Transfer Student Registration Day, 2:00 p.m.,
Shadyside Campus
Networking Primer, 4:00 p.m., TBD
B&E Dept. "Information Systems & Analytics"
Mixer, 4:30 p.m., TBD
Spinning @ Steel Revolution, 5:00 p.m., Steel
Revolution: Shadyside

ACTION
ITEMS

WEDNESDAY

11

Veterans Day

Veteran Student Appreciation Week
Candlelight Vigil for Veterans, All Day, Quad
(Rain: Library steps)
RISE: Getting Ready For Finals, Noon, Mellon
Board Room
Yoga, Noon, AFC Dance Studio
All Bonners Monthly Meeting, 4:00 p.m.,
Carriage House
Uncommon Prayer, 4:00 p.m., Woodland 103
Mindfulness, Meditation, and Yoga, 7:30 p.m.,
Laughlin Hall
IM Volleyball, 9:00 p.m., AFC Gym

ACTION
ITEMS

Veteran Student Appreciation Week
 CSG Senate Meeting, 11:30 a.m., Conover Rm
 CWC Monthly Workshop Series, 11:30 a.m.,
 PCW Room
 Lunch with the Multi-Faith Council, 11:30 a.m.,
 Anderson Dining Hall
 Lunch & Learn, 11:30 a.m., Carriage House
 Central Blood Bank Fall Blood Drive, Noon,
 McCrady Café
 Squash Clinic, Noon, AFC Squash Courts
 Financial Wellness, 4:00 p.m., Dilworth Hall
 Hip Hop, 5:00 p.m., AFC Dance Studio
 NAIHM - Climate Solutionist: Xiutezcatl
 Martinez, 5:00 p.m., Café Rachel
 Mug Club for Veterans, 6:00 p.m., Café Rachel
 Rea Coffeehouse Reading Series, 7:00 p.m.

12

ACTION ITEMS

Veteran Student Appreciation Week
 Winter Break Housing Request Forms Due
 Men's & Women's Swimming & Diving @
 Carnegie Mellon University
 Women Business Leaders Breakfast Series,
 7:30 a.m., Welker Room, James Laughlin
 Music Center
 Fickes RHC Night, 8:00 p.m., Welker Room

13

ACTION ITEMS

Men's & Women's Swimming & Diving @
 Carnegie Mellon University
 D4D Advocacy Training, 10:00 a.m., Mellon
 Board Room
 NAIHM: Day at the Museum, 1:00 p.m.,
 Carnegie Museum of Art & Natural History
 Fan Tailgate hosted by Chatham Apartments
 RHC, TBA, TBA
 Women's Ice Hockey vs. SUNY Plattsburgh,
 TBA, TBA
 Men's and Women's Cross Country NCAA Mid-
 East Regionals Hosted by Dickinson College

World Diabetes Day

14

ACTION ITEMS

NOVEMBER

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DECEMBER

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THANKSGIVING DINNER

Wednesday, November 18

5:00 p.m., AFC

Register on myChatham!

NOVEMBER 2015

SUNDAY

15 American Recycles Day; Nativity Fast

Outdoor Recreation: The Wall, Noon, The Climbing Wall: Pittsburgh, PA

Overnight Visit- Undergraduate and Scholarship Interview Day, 2:00 p.m., Shadyside Campus

Women's Ice Hockey vs. SUNY Plattsburgh, TBA, Alpha Ice Complex

MONDAY

16 American Education Week; International Day for Tolerance

Accepted Students Day, 9:00 a.m., Shadyside Campus

How To Adult, 2:00 p.m., TBD

International Student Thanksgiving Dinner, 5:00 p.m., Dean Waite's Home (126 Woodland Rd)

**ACTION
ITEMS**

TUESDAY

17 American Education Week

Purple Pride/Cougar Pride Event, All Day UBC Meeting, 11:30 a.m., Devore Room

Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside

Fan Tailgate hosted by Rea & Laughlin RHC, 5:00 p.m., AFC Gym

Women's Basketball vs. Allegheny College featuring 50/50 Raffle & Halftime Shooting Competition, 6:00 p.m., AFC

Kayaking Clinic, 7:00 p.m., AFC Pool

Men's Basketball vs. PSU New Kensington featuring 50/50 Raffle & Halftime Shooting Competition, 8:00 p.m., AFC

**ACTION
ITEMS**

WEDNESDAY

18 American Education Week

Yoga, Noon, AFC Dance Studio

International Education Symposium, 2:00 p.m., Buhl

Uncommon Prayer, 4:00 p.m., Woodland 103 Chatham Thanksgiving Dinner, 5:00 p.m., Anderson Dining Hall

Hunger Games Exclusive Premiere, 9:00 p.m., Cinemark Monroeville

**ACTION
ITEMS**

CSG Senate Meeting, 11:30 a.m., Conover Room
 Lunch & Learn, 11:30 a.m., Carriage House
 The Great American Smokeout: "Don't Give Up the Fight": Smoking & Chewing Cessation, 11:30 a.m., Mellon Board Room
 Squash Clinic, Noon, AFC Squash Courts
 Professional Makeup Workshop, 3:00 p.m., McGuire Room, 3rd Floor, JKM Library
 Financial Wellness, 4:00 p.m., Dilworth Hall
 Hip Hop, 5:00 p.m., AFC Dance Studio
 Spoken Word Artist: Neil Hilborn, 7:00 p.m., Café Rachel

American Education Week: Great American Smokeout

19

ACTION ITEMS

Fall Show, 7:00 p.m., Eddy Theatre
 MFA Reading: Ellery Akers and Sheryl St. Germain, 7:30 p.m., Mellon Living Room
 Men's Basketball @ Hilbert College
 Pittsburgh Light Up Night, Downtown Pittsburgh

American Education Week: Universal Children's Day

20

ACTION ITEMS

Men's Basketball @ Hilbert College
 Women's Basketball Tailgate, 1:00 p.m., AFC
 Men's and Women's Swimming and Diving @ Westminster College
 Women's Basketball vs. Hilbert College featuring 50/50 Raffle & Halftime Shooting Competition, 2:00 p.m., AFC
 Fall Show, 7:00 p.m., Eddy Theatre
 Women's Ice Hockey @ Buffalo Sate College, TBA

21

ACTION ITEMS

NOVEMBER

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DECEMBER

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THANKSGIVING DINNER

Wednesday, November 18

5:00 p.m., AFC

Register on myChatham!

chatham UNIVERSITY

NOVEMBER 2015

SUNDAY

22

Global Citizen LLC: Coffee and Current Events Series, 3:00 p.m., Laughlin Living Room
IM Squash, 5:00 p.m., AFC Gym
Women's Ice Hockey @ Buffalo Sate College, TBA, 801 Grant St., Buffalo, NY 14222
Chatham at the Cultural District: A Gentleman's Guide to Love and Murder!, 6:30 p.m., Benedum Center

MONDAY

23

ACTION
ITEMS

TUESDAY

24

Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside
Women's Basketball @ University of Pittsburgh Greensburg, 7:00 p.m.

ACTION
ITEMS

WEDNESDAY

25

International Day for the Elimination of Violence against Women

Thanksgiving Break, no classes

ACTION
ITEMS

Thanksgiving Break, no classes

Thanksgiving Day

26

ACTION ITEMS

Thanksgiving Break, no classes

27

ACTION ITEMS

Thanksgiving Break, no classes

Shopping trip to the Outlets, 9:00 a.m., Grove City Outlets
Men's Basketball @ Carnegie Mellon University, 3:00 p.m.
Women's Ice Hockey @ Becker College, TBA

28

ACTION ITEMS

NOVEMBER

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DECEMBER

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NOV

DECEMBER 2015

SUNDAY

29 Advent

Thanksgiving Break - No Classes

Men's Basketball @ Carnegie Mellon University, 4:00 p.m.

Women's Ice Hockey @ Becker College

MONDAY

30

World AIDS Day: Poster Campaign

How To Adult, 2:00 p.m., TBD

**ACTION
ITEMS**

TUESDAY

1 World AIDS Day

Polar Plunge Fundraising Event/Competition, All Day, TBA

Commuter Appreciation Lunch, 11:00 a.m., Anderson Dining Hall

Gateway Lunch, 11:30 a.m., Anderson Dining Hall

World AIDS Day: Red Ribbon Day, 11:30 a.m., Anderson Dining Hall

UBC Meeting, 11:30 a.m., Devore Room

Spinning @ Steel Revolution, 5:00 p.m., Steel Revolution: Shadyside

GSA Meeting, 5:00 p.m., Eastside Main Conference Room

De-stress for finals with Therapy Dogs, 7:00 p.m., Fickes Hall

Kayaking Clinic, 7:00 p.m., AFC Pool

**ACTION
ITEMS**

WEDNESDAY

2 International Day for the Abolition of Slavery

Resume Workshop for RA/OL Candidates, 11:30 a.m., McGuire Room, 3rd Floor, JKM Library

Yoga, Noon, AFC Dance Studio

Internship Preparation Workshop, 4:00 p.m., McGuire Room, 3rd Floor, JKM Library

Uncommon Prayer, 4:00 p.m., Woodland 103

R.I.S.E.: End of Semester Celebration, 5:30 p.m., Student Union

Women's Basketball @ Westminster College, 6:00 p.m.

Men's Basketball @ Westminster College, 8:00 p.m.

IM: Volleyball, 9:00 p.m., AFCGym

**ACTION
ITEMS**

CSG Senate Meeting, 11:30 a.m., Conover Room
 Internship Preparation Workshop, 11:30 a.m., McGuire Room
 Resume Workshop for RA/OL Candidates, 11:30 a.m., McGuire Room
 Lunch with the Multi-Faith Council, 11:30 a.m., Anderson Dining Hall
 Squash Clinic, Noon, AFC Squash Courts
 Hip Hop, 5:00 p.m., AFC Dance Studio
 Amnesty International "Write for Rights" Letter Campaign with Dean Waite and the Global Citizen LLC, 6:00 p.m., Dean Waite's Home (126 Woodland Rd)
 Trivia: Holiday Movie Edition, 7:00 p.m., Café Rachel

International Day of Persons with Disabilities

3

ACTION ITEMS

Internship Preparation Workshop, 9:00 a.m., McGuire Room, 3rd Floor, JKM Library
 Faculty & Staff "Choir Practice", 4:00 p.m., Café Rachel
 Pre-Candlelight Reception, 6:00 p.m., Mellon Center
Candlelight, 8:00 p.m., Chapel
Chatham Eggnog, 9:00 p.m., Welker Room
Holiday Ball, 10:00 p.m., Kresge Atrium
 Men's and Women's Swimming and Diving @ College of Wooster Invitational

4

ACTION ITEMS

PA program Admissions Day, 7:00 a.m., Eastside
 Saturday Campus Tour, 9:45 a.m., Shadyside Campus
 Women's Basketball @ Washington & Jefferson College, 1:00 p.m.
 CAH: Movie Night, 8:00 p.m., Eddy Theatre
 Men's and Women's Swimming and Diving @ College of Wooster Invitational
 Men's Basketball @ Washington & Jefferson College, 3:00 p.m.
 Women's Ice Hockey @ William Smith College, TBA

International Volunteer Day for Economic and Social Development

5

ACTION ITEMS

NOVEMBER

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DECEMBER

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MOONLIGHT BREAKFAST

Thursday, December 10

8:00 p.m.

Anderson Dining Hall

chatham UNIVERSITY

DECEMBER 2015

SUNDAY

6 Hanukkah

Women's Ice Hockey @ William Smith College,
TBA
Service @ Squirrel Hill Food Pantry, 10:45 a.m.,
828 Hazelwood Avenue
IM: Sqaush, 5:00 p.m., AFC

MONDAY

7

Networking Primer, 4:00 p.m., TBD
B&E Dept. "Supply Chain Management" Mixer,
4:30 p.m., TBD
Community Hall Nights, 8:00 p.m., Residence
Halls

**ACTION
ITEMS**

TUESDAY

8 Bodhi Day

TRANSformation Tuesday
Transfer Student Registration Day, 2:00 p.m.,
Shadyside Campus

**ACTION
ITEMS**

WEDNESDAY

9

Networking Primer, 4:00 p.m., Falk 117
All Bonners Monthly Meeting, 4:00 p.m.,
Carriage House
B&E Dept. "Accounting" Mixer, 4:30 p.m.,
Kresge Atrium
IM: Volleyball, 9:00 p.m., AFC Gym

**ACTION
ITEMS**

CSG Senate Meeting, 11:30 a.m., Conover Room

End of term party, 4:00 p.m., TBA

Moonlight Breakfast, 8:00 p.m., Anderson

10

ACTION ITEMS

Women Business Leaders Breakfast Series, 7:30 a.m., Welker Room

11

ACTION ITEMS

Last Day of Classes

24 Hour Quiet Hours

Pittsburgh's Polar Plunge, All Day, TBA

Women's Basketball @ St. Vincent, 1:00 p.m.

Men's Basketball @ St. Vincent, 3:00 p.m.

12

ACTION ITEMS

DEC

DECEMBER

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JANUARY

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31						

MOONLIGHT BREAKFAST

Thursday, December 10

8:00 p.m.

Anderson Dining Hall

DECEMBER 2015

SUNDAY

13

MONDAY

14

24 Hour Quiet Hours
Final Exams

ACTION
ITEMS

TUESDAY

15

24 Hour Quiet Hours
Final Exams

ACTION
ITEMS

WEDNESDAY

16

Final Exams
24 Hour Quiet Hours
Finals Fling with the Dean!, 9:00 a.m., TBD

ACTION
ITEMS

Final Exams

24 Hour Quiet Hours

OTD Capstone Poster Presentations, 4:00 p.m.,
 Chatham Eastside Mezzanine
 R.I.S.E. Graduation Reception, 6:00 p.m.,
 Mellon Living Room
*Residence Halls Close For Winter Break @
 8:00 p.m.*

17

**ACTION
ITEMS**

Commencement, 5:00 p.m.

Grades due, 5:00 p.m.

International Migrants Day
 Men's Basketball @ Hood College Tournament

18

**ACTION
ITEMS**

*Residence Halls Close For Graduating Seniors
 @ Noon*

Men's Basketball @ Hood College Tournament

International Human Solidarity Day

19

**ACTION
ITEMS**

DECEMBER

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JANUARY

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DECEMBER 2015

SUNDAY

20

Women's Basketball @ Daytona Beach
Invitational vs. W. Connecticut State,
2:00 p.m.

MONDAY

21

Winter Solstice

Women's Basketball @ Daytona Beach
Invitational vs. W. Washington & Lee, Noon

ACTION
ITEMS

TUESDAY

22

Basketball vs. Notre Dame of Maryland, 6:00
p.m., AFC Gym

ACTION
ITEMS

WEDNESDAY

23

ACTION
ITEMS

Christmas Eve

24

ACTION
ITEMS

Christmas Day

25

ACTION
ITEMS

Kwanzaa

26

ACTION
ITEMS

DECEMBER

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JANUARY

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UNIVERSITY

DECEMBER 2015

SUNDAY

27 Kwanzaa

MONDAY

28 Kwanzaa

ACTION
ITEMS

TUESDAY

29 Kwanzaa

ACTION
ITEMS

WEDNESDAY

30 Kwanzaa

ACTION
ITEMS

Women's Basketball vs. Franciscan University of Steubenville, Noon, AFC

New Year's Eve: Kwanzaa

31

Blank lined area for notes on Thursday.

ACTION ITEMS

1

Blank lined area for notes on Friday.

ACTION ITEMS

Women's Basketball vs. Bethan, 1:00 p.m., AFC
Men's Basketball vs. Bethany, 3:00 p.m., AFC
Women's Ice Hockey @ Stevenson University, TBA

2

Blank lined area for notes on Saturday.

ACTION ITEMS

DEC
JAN

DECEMBER

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JANUARY

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JANUARY 2016

SUNDAY

3

*Residence Halls Open For Spring Housing,
9 a.m.*

*New, Transfer, & Graduate Student Spring
Orientation, 10:00 a.m., Various*

*Women's Ice Hockey @ Stevenson University,
TBA*

MONDAY

4

First Day of Classes

ACTION
ITEMS

TUESDAY

5

*Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room*

*Gateway Lunch, 11:30 a.m., Anderson Dining
Hall*

*International New Year's Welcome, 5:00 p.m.,
Dean Waite's Home (126 Woodland Rd)*

ACTION
ITEMS

WEDNESDAY

6

*Women's Basketball vs. Thiel, 6:00 p.m., AFC
Men's Basketball vs. Thiel, 8:00 p.m., AFC*

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

7

Blank lined area for notes on Thursday.

ACTION ITEMS

Women Business Leaders Breakfast Series, 7:30 a.m., Welker Room

8

Blank lined area for notes on Friday.

ACTION ITEMS

Women's Ice Hockey @ Morrisville State College, TBA
Women's Basketball vs. Geneva College, 1:00 p.m., AFC
Chatham at the Cultural District: The Wizard of Oz, 8:00 p.m., Heinz Hall
Men's Basketball vs. Geneva College, 3:00 p.m., AFC
Faculty & Staff "Choir Practice", 4:00 p.m., Café Rachel

9

Blank lined area for notes on Saturday.

ACTION ITEMS

JAN

JANUARY

Calendar grid for January showing days of the week (S-M-F-S) and dates (1-31).

FEBRUARY

Calendar grid for February showing days of the week (S-M-F-S) and dates (1-29).

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JANUARY 2016

SUNDAY

10

Women's Ice Hockey @ Morrisville State
College, TBA

MONDAY

11

Add/drop period ends
Library Workshop: Library 101, 4:00 p.m., JKM
Library

ACTION
ITEMS

TUESDAY

12

Transfer Students' Dine with the Deans Class
of 2019, 6:00 p.m., Dean Waite's Home (126
Woodland Rd)

ACTION
ITEMS

WEDNESDAY

13

Women's Basketball @ Grove City, 6:00 p.m.
Men's Basketball @ Grove City 8:00 p.m.

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

Library Workshop: Basic Databases, 11:30 a.m., JKM Library

14

ACTION ITEMS

MLK Breakfast, 7:30 a.m., Mellon Board Room

15

ACTION ITEMS

Saturday Campus Tour, 9:45 a.m., Shadyside Campus

Women's Basketball @ Waynesburg, 1:00 p.m.

Men's and Women's Swimming and Diving featuring Faculty & Staff Appreciation & Senior Recognition, 1:00 p.m., Sigo Falk Natatorium

Men's Basketball @ Waynesburg, 3:00 p.m.

Women's Ice Hockey vs. SUNY Oswego, TBA, Alpha Ice Complex

16

ACTION ITEMS

JANUARY

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FEBRUARY

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chatham

UNIVERSITY

JANUARY 2016

SUNDAY

17

Women's Ice Hockey vs. SUNY Oswego, TBA,
Alpha Ice Complex

MONDAY

18

Martin Luther King Day

No classes

Martin Luther King Jr. Day of Service and
Breakfast at Dean Waite's, 8:00 a.m., Dean
Waite's Home (126 Woodland Rd)

ACTION
ITEMS

TUESDAY

19

Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room
Library Workshop: Library 101, 11:30 a.m.,
JKM Library

ACTION
ITEMS

WEDNESDAY

20

Women's Basketball @ Thomas Mor, 5:30 p.m.
Men's Basketball @ Thomas More, 7:30 p.m.

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover
Room
Global mixer, TBA, Welker?

21

ACTION
ITEMS

22

ACTION
ITEMS

Women's Basketball vs. Westminster, 1:00
p.m., AFC
Men's Basketball vs. Westminster, 3:00 p.m.,
AFC
Women's Ice Hockey vs. Elmira College, TBA,
Alpha Ice Complex

23

ACTION
ITEMS

JAN

JANUARY

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FEBRUARY

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JANUARY 2016

SUNDAY

24

Women's Ice Hockey vs. Elmira College, TBA,
Alpha Ice Complex

MONDAY

25

Library Workshop: Basic Databases, 3:00 p.m.,
JKM Library

ACTION
ITEMS

TUESDAY

26

Library Workshop: Mendeley, 11:30 a.m., JKM
Library

ACTION
ITEMS

WEDNESDAY

27

Library Workshop: Zotero, 5:15 p.m., JKM
Library
Women's Basketball vs. St. Vincent, 6:00
p.m., AFC
Men's Basketball vs. St. Vincent, 8:00 p.m.,
AFC

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room
Library Workshop: Plagiarism & Citation, 11:30 a.m., JKM Library

28

ACTION ITEMS

Ready to Run Pre Conference for Women of Color, Mellon Living Room
Auto Theft Prevention, 6:00 p.m., PCW Room
Ice Hockey vs. SUNY-Cortland, 8:00 p.m., McKnight Hockey Center

29

ACTION ITEMS

Scholarship Interview Day, 9:00 a.m., Shadyside Campus
Women's Basketball vs. Washington & Jefferson, 1:00 p.m., AFC
Men's and Women's Swimming and Diving @ PSU Altoona, 1:00 p.m.
Men's Basketball vs. Washington & Jefferson featuring 50/50 Raffle & Halftime Shooting Competition, 3:00 p.m., AFC
Women's Ice Hockey @ SUNY Cortland, TBA

30

ACTION ITEMS

JAN

JANUARY

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FEBRUARY

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FEBRUARY 2016

SUNDAY

31

MONDAY

1

Black History Month Display, JKM Library

ACTION
ITEMS

TUESDAY

2

Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room
Gateway Lunch, 11:30 a.m., Anderson Dining
Hall
Library Workshop: Evaluating Resources, 11:30
a.m., JKM Library

ACTION
ITEMS

WEDNESDAY

3

Women's Basketball @ Thiel, 6:00 p.m.
Men's Basketball @ Thiel, 8:00 p.m.

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

4

ACTION ITEMS

Faculty & Staff "Choir Practice", 4:00 p.m., Café Rachel

5

ACTION ITEMS

Women's Basketball @ Bethany, 1:00 p.m.
Men's Basketball @Bethany, 3:00 p.m.
Women's Ice Hockey vs. Utica College, TBA, TBA

6

ACTION ITEMS

FEB

JANUARY

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FEBRUARY

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FEBRUARY 2016

SUNDAY

7

Women's Ice Hockey vs. Utica College, TBA,
Alpha Ice Complex

MONDAY

8

Last day to withdraw: 1st 7-week session
Library Workshop: Ebooks, 4:00 p.m., JKM
Library

ACTION
ITEMS

TUESDAY

9

Gateway Appreciation Week: Dinner at Dean
Waite's, 5:30 p.m., Dean Waite's Home (126
Woodland Rd)

ACTION
ITEMS

WEDNESDAY

10

Women's Basketball, Faculty & Staff
Appreciation Tailgate, 5:00 p.m., AFC
Women's Basketball vs. Grove City (Play 4 Kay
Game), 6:00 p.m., AFC
Men's Basketball vs. Grove City, 8:00 p.m., AFC

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Rm
Swimming & Diving PAC Championships, 10:00
a.m., Grove City

11

ACTION
ITEMS

Women Business Leaders Breakfast Series,
7:30 a.m., Welker Room
Vagina Monologues, 7:00 p.m., Eddy Theatre
Women's Ice Hockey @ SUNY Potsdam, 8:00
p.m
Swimming & Diving PAC Championships,
Grove City

12

ACTION
ITEMS

Saturday Campus Tour, 9:45 a.m., Shadyside
Campus
Women's Basketball @ Geneva, 1:00 p.m.
Men's Basketball @Genev, 3:00 p.m
W's Ice Hockey @ SUNY Potsdam, 3:00 p.m.
Swimming & Diving PAC Championships,
Grove City

13

ACTION
ITEMS

FEBRUARY

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MARCH

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FEBRUARY 2016

SUNDAY

14

MONDAY

15

Academic Visit Day, 9:00 a.m., Shadyside
Campus
Library Workshop: Plagiarism & Citation, 5:15
p.m., JKM Library

ACTION
ITEMS

TUESDAY

16

Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room
Library Workshop: Zotero, 11:30 a.m., JKM
Library

ACTION
ITEMS

WEDNESDAY

17

Women's Basketball vs. Thomas More, 5:30
p.m., AFC
Men's Basketball vs. Thomas More, 7:30
p.m., AFC

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

18

Blank lined writing area for Thursday, Feb 18.

ACTION ITEMS

19

Blank lined writing area for Friday, Feb 19.

ACTION ITEMS

20

Women's Basketball vs. Waynesburg, Senior Recognition, 1:00 p.m., AFC
Men's Basketball vs. Waynesburg, Senior Recognition, 3:00 p.m.
Women's Ice Hockey @ Neumann University, TBA

Blank lined writing area for Saturday, Feb 20.

ACTION ITEMS

FEB

FEBRUARY

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MARCH

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FEBRUARY 2016

SUNDAY

21

Women's Ice Hockey @ Neumann University,
TBA

MONDAY

22

Last day of classes: 1st 7-week session

Library Workshop: Mendeleev, 5:15 p.m., JKM
Library

International karaoke night and 6-month end of
term party, TBA , Café Rachel

ACTION
ITEMS

TUESDAY

23

First Day of Classes: 2nd 7-week session

ACTION
ITEMS

WEDNESDAY

24

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room
Library Workshop: Ebooks, 11:30 a.m., JKM Library

25

ACTION ITEMS

Graduate Health & Safety Inspections
Summer Housing Applications Available
Black History Month & Global Focus: Step Afrika!, 8:00 p.m., Chapel

26

ACTION ITEMS

Scholarship Interview Day, 9:00 a.m., Shadyside Campus
Graduate Student Open House, 8:30 a.m., Shadyside Campus, Chatham Eastside, and Eden Hall Campus
Chatham at the Cultural District: Blue Man Group, 8:00 p.m., Heinz Hall

27

ACTION ITEMS

FEB

FEBRUARY

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MARCH

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MARCH 2016

SUNDAY

28

MONDAY

29

Library Workshop: Evaluating Resources, 10:00 a.m., JKM Library

ACTION
ITEMS

TUESDAY

1

Add/drop period ends: 2nd 7-week session

Women's History Month Display, JKM Library
Gateway Lunch, 11:30 a.m., Anderson Dining Hall
Undergraduate Budget Committee Meeting, 11:30 a.m., Devore Room

ACTION
ITEMS

WEDNESDAY

2

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

3

Lined writing area for Thursday with an ACTION ITEMS label at the bottom.

Faculty & Staff "Choir Practice", 4:00 p.m., Café Rachel

4

Lined writing area for Friday with an ACTION ITEMS label at the bottom.

Spring Break: No classes

Saturday Campus Tour, 9:45 a.m., Shadyside Campus

5

Lined writing area for Saturday with an ACTION ITEMS label at the bottom.

MAR

FEBRUARY

Calendar grid for February showing days of the week and dates from 1 to 29.

MARCH

Calendar grid for March showing days of the week and dates from 1 to 31.

March is Women's History Month

chatham

UNIVERSITY

MARCH 2016

SUNDAY

6

MONDAY

7

Spring Break: No classes

ACTION
ITEMS

TUESDAY

8

Spring Break: No classes

ACTION
ITEMS

WEDNESDAY

9

Spring Break: No classes

ACTION
ITEMS

Spring Break: No classes

Mauritius Day of Independence

10

ACTION ITEMS

Spring Break: No classes

Women Business Leaders Breakfast Series,
7:30 a.m., James Laughlin Music Center

11

ACTION ITEMS

12

ACTION ITEMS

DEC

MAR

MARCH

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APRIL

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chatham

UNIVERSITY

MARCH 2016

SUNDAY

13

MONDAY

14

ACTION
ITEMS

TUESDAY

15

Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room

ACTION
ITEMS

WEDNESDAY

16

ACTION
ITEMS

MARCH 2016

SUNDAY

20

MONDAY

21

Last day to withdraw

ACTION
ITEMS

TUESDAY

22

ACTION
ITEMS

WEDNESDAY

23

ACTION
ITEMS

chatham

UNIVERSITY

MARCH 2016

SUNDAY

27

MONDAY

28

ACTION
ITEMS

TUESDAY

29

Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room

ACTION
ITEMS

WEDNESDAY

30

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room
Choir with the Chamber Orchestra of Pittsburgh, TBD, Chapel

31

ACTION ITEMS

International Edible Book Festival, Library Faculty & Staff "Choir Practice", 4:00 p.m., Café Rachel
Drama Club Spring Show, 7:00 p.m., Eddy Theatre

1

ACTION ITEMS

Saturday Campus Tour, 9:45 a.m., Shadyside Campus
Drama Club Spring Show, 5:00 p.m., Eddy Theatre

2

ACTION ITEMS

MAR
APR

MARCH

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APRIL

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chatham UNIVERSITY

APRIL 2016

SUNDAY

3

CSG Elections

MONDAY

4

Last day to withdraw: 2nd 7-week session

CSG Elections

Gateway Lunch, 11:30 a.m., Anderson Dining
Hall

Residence Hall Olympics

ACTION
ITEMS

TUESDAY

5

CSG Elections

Residence Hall Olympics

ACTION
ITEMS

WEDNESDAY

6

Residence Hall Olympics

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

Residence Hall Olympics

Airband, 7:00 p.m., Eddy Theater

7

ACTION ITEMS

Women Business Leaders Breakfast Series, 7:30 a.m., Welker Room

Residence Hall Olympics

Spring Formal, 7:00 p.m.

8

ACTION ITEMS

Residence Hall Olympics

9

ACTION ITEMS

APRIL						
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MAY						
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chatham

UNIVERSITY

APRIL 2016

SUNDAY

10

Partience T. Blayden Athletic Dinner,
5:00 p.m., AFC

MONDAY

11

ACTION
ITEMS

TUESDAY

12

Undergraduate Budget Committee Meeting,
11:30 a.m., Devore Room
Closing Convocation, 4:30 p.m., Chapel
Student Organization & Leadership Banquet,
5:30 p.m., AFC

ACTION
ITEMS

WEDNESDAY

13

Junior Visit Day, 10:00 a.m., Shadyside Campus

ACTION
ITEMS

CSG Senate Meeting, 11:30 a.m., Conover Room

14

OTD Capstone Poster Presentations, 4:00 p.m., Chatham Eastside Mezzanine

Blank lined area for notes on Thursday.

ACTION ITEMS

15

Blank lined area for notes on Friday.

ACTION ITEMS

New Student Registration Day, 8:00 a.m., Shadyside Campus

16

Blank lined area for notes on Saturday.

ACTION ITEMS

APR

APRIL

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MAY

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chatham

UNIVERSITY

APRIL 2016

SUNDAY

17

Chatham Choir Spring Concert, 3:00 p.m.,
Chapel

MONDAY

18

Last day of classes
*Moonlight Breakfast, 8:00 p.m., Anderson
Dining Hall*

**ACTION
ITEMS**

TUESDAY

19

24 Hour Quiet Hours
Final Exams

**ACTION
ITEMS**

WEDNESDAY

20

24 Hour Quiet Hours
Final Exams

**ACTION
ITEMS**

24 Hour Quiet Hours
Final Exams

21

**ACTION
ITEMS**

24 Hour Quiet Hours
Final Exams

22

**ACTION
ITEMS**

24 Hour Quiet Hours
Final Exams

23

Residence Halls Close @ 5:00 p.m.
Junior Visit Day, 10:00 a.m., Shadyside Campus

**ACTION
ITEMS**

APR

APRIL

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MAY

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chatham

UNIVERSITY

APRIL 2016

SUNDAY

24

MONDAY

25

Maymester: first day of classes

**ACTION
ITEMS**

TUESDAY

26

**ACTION
ITEMS**

WEDNESDAY

27

Maymester: add/drop period end

**ACTION
ITEMS**

ACTION ITEMS

University Day and Bucket & Blosson

ACTION ITEMS

ACTION ITEMS

APRIL

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MAY

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chatham

UNIVERSITY

MAY 2016

SUNDAY

1

MONDAY

2

University Archives Historical Traditions Exhibit, JKM Library
Asian Pacific American Heritage Month, JKM Library
Jewish American Heritage Month, JKM Library

ACTION
ITEMS

TUESDAY

3

AAPIHM: Steamboat Dinner, 5:00 p.m., Dean Waite's Home (126 Woodland Rd)

ACTION
ITEMS

WEDNESDAY

4

ACTION
ITEMS

5

ACTION
ITEMS**Maymester: last day to withdraw**Faculty & Staff "Choir Practice", 4:00 p.m.,
Café Rachel

6

ACTION
ITEMS

7

ACTION
ITEMS

MAY

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JUNE

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chatham

UNIVERSITY

MAY 2016

SUNDAY

8

MONDAY

9

ACTION
ITEMS

TUESDAY

10

ACTION
ITEMS

WEDNESDAY

11

Senior toast, 5:00 p.m., Beatty House

ACTION
ITEMS

Graduate Toast, 5:00 p.m., Mellon Board Room

12

ACTION
ITEMS

Maymester: last day of classes

Women Business Leaders Breakfast Series,
8:00 a.m., James Laughlin Music Center
Senior Dinner, 5:00 p.m., AFC

13

ACTION
ITEMS

Residence Halls close for Maymester @
5:00 p.m.

14

ACTION
ITEMS

MAY

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JUNE

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MAY

chatham

UNIVERSITY

MAY 2016

SUNDAY

15

MONDAY

16

Commencement

*Residence Halls close for graduating seniors
@ 5:00 p.m.*

ACTION
ITEMS

TUESDAY

17

ACTION
ITEMS

WEDNESDAY

18

ACTION
ITEMS

19

**ACTION
ITEMS**

20

Leases end for graduate housing

**ACTION
ITEMS**

21

**ACTION
ITEMS**

MAY						
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JUNE						
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MAY

chatham UNIVERSITY

2015-2016

**Student
Handbook**

About Chatham

Alma Mater

While building dreams anew,
Seeking for all that's true,
Our Alma Mater, we pledge our faith to you;
Like cornerstones of temples,
Polished and gleaming, strong and secure,
We'll shape our lives to be
Mansions of beauty to endure

Colors

Purple with accents of grey and green

Undergraduate Class Colors

Each undergraduate class is pinned with their colors upon matriculation into the college. Each year, one of the four colors is passed down from graduating seniors to incoming first years.

Class Colors for the 2015–2016 Academic Year

First Year (Class of 2019): *Rose* Junior (Class of 2017): *Red*
Sophomore Year (Class of 2018): *Yellow* Senior (Class of 2016): *Green*

Motto

Filiae Nostrae Sicut Antari Lapides (Our daughters are as cornerstones.)

Chatham University Locations

- **Shadyside Campus, Woodland Road:** Chatham's urban Shadyside Campus is located minutes from downtown Pittsburgh. The Woodland Road location is the University's foundation, and features many stately mansions which now serve as academic and residence halls and administrative buildings. The campus architecture includes historic structures – such as the c.1861 Howe–Childs Gate House – and modern amenities, including the Science Complex and the Athletic and Fitness Center. With elements designed for the original Andrew Mellon estate by the renowned Olmsted Brothers, the Chatham University campus is one of the most idyllic locations in the City of Pittsburgh. Designated an arboretum in 1998 by the American Association of Botanical Gardens and Arboreta (now known as the American Public Garden Association), Chatham's 39-acre campus features 125 different varieties of species, including Japanese Flowering Crabapple, River Birch and Kentucky Coffee Tree.
- **Shadyside Campus, Chatham Eastside:** Because of rapid growth in several of the University's graduate programs, Chatham University in September 2008 acquired 6585 Penn Avenue, a large office building at the corner of Penn Avenue and Washington Blvd in Pittsburgh's fast-growing East End. The 250,000 square foot building, less than a mile from the University's historic Woodland Road location, satisfies several programming space needs and provides the University with enhanced space flexibility and capacity. The University's interior architecture, occupational

therapy, physical therapy and physician assistant studies degree programs moved into more than 50,000 square feet in summer 2009. Expansion to Chatham Eastside allows the University to accommodate enrollment growth, which has quadrupled since 1994, while helping to preserve the beauty and special qualities of the Woodland Road location that have captivated generations of students and community members alike.

- **Eden Hall Campus:** Chatham's Eden Hall Campus is way more than a 388-acre plot of land. It's the embodiment of a commitment Chatham makes every day to support sustainability and environmental education. It's home to Chatham's Falk School of Sustainability and functions as a living and learning laboratory where the campus doesn't just house classrooms, but is the classroom. It's where a blend of knowledge, experience, and creativity is always working, persistently developing, and constantly improving. It's the first in the world of its kind. And it's where all efforts are focused on attaining the greatest social, economic, and environmental impact through greatly limiting our ecological impact. Using the latest in environmentally responsible technology, design and innovation, Eden Hall is self-sustaining in every way by emitting zero carbon emissions, managing all storm and waste water on-site, and producing more energy than it consumes.

History of Chatham

Chatham University is a 146-year old educational institution in Pittsburgh, Pennsylvania that today has over 2,100 undergraduate and graduate students in over 60 degree programs studying on campus or online.

Chatham was chartered on December 11, 1869, under the name Pennsylvania Female College. The Reverend William Trimble Beatty, pastor of the Shadyside Presbyterian Church, led a group of Pittsburghers in making the dream to provide women with an education comparable to that which men could receive at the time at "colleges of the first class." Pennsylvania Female College occupied what was then the largest private residence in Allegheny County – the George Berry mansion atop Fifth Avenue in Shadyside. Fifteen faculty and just more than 100 students occupied the 11-acre campus.

In 1890 the name of the institution was changed to Pennsylvania College for Women, and in 1955 the name was changed again to Chatham College in honor of William Pitt, First Earl of Chatham and namesake of the City of Pittsburgh. In 1994, Chatham College expanded around its historic undergraduate women's college by beginning to offer graduate programs to both men and women with a special emphasis in the health science fields.

The Commonwealth of Pennsylvania granted Chatham university status in 2007, which was officially announced on May 1, 2007 and marks Chatham's newest tradition, University Day. On May 1, 2008 Chatham received a gift unequalled in its history: the Eden Hall Campus from the Eden Hall Foundation. The University's Shadyside Campus expanded in June 2008 to include Chatham Eastside near Bakery Square approximately one mile from Woodland Road and home to many of Chatham's in-demand health science programs.

In 2010, Chatham launched the Falk School of Sustainability, and broke ground in 2012 on its new home, Eden Hall Campus – the first campus in the world built from the ground up for the study of sustainability.

On May 1, 2014 Chatham University’s Board of Trustees voted in approval of a resolution that expanded access to a high-quality Chatham undergraduate education to more students, ensured that Chatham can meet the educational needs of its students and the region for the future, and ensured the continuation of Chatham’s 145-year commitment to advancing the causes of women with the founding of the Chatham University Women’s Institute. The resolution, in part, states:

The Board of Trustees hereby approves: (1) the reorganization of Chatham University by academic units within vertically integrated Colleges and Schools; (2) the implementation of coeducation within all Chatham University Colleges and Schools; and (3) alongside the commitment to each student who will attend Chatham University, the creation of structures and programs to preserve Chatham University’s commitment to women’s education and leadership.

In spring 2014, Chatham opened the first phase of Eden Hall Campus and broke ground on the next phase of construction including development of a residence hall and dining hall.

Mission Statement

Chatham University prepares women and men to be world ready: to build lives of purpose, value, and fulfilling work. In addition to appropriate professional skills and liberal arts learning, Chatham believes that world readiness means being an informed and engaged citizen in one’s communities; recognizing and respecting diversity of culture, identity and opinion; and living sustainably on the planet.

Mission Initiatives

- Women’s Leadership
- Sustainability and the Environment
- International and Global Understanding
- Engagement and Responsibility

Campus Climate Committee

The mission of the Chatham University Campus Climate Commitment Committee is to reduce and eventually eliminate the university’s carbon footprint, with involvement of the entire Chatham community. Climate Committee membership includes faculty, staff, and students who come together biweekly to discuss and plan initiatives to push Chatham towards becoming a carbon neutral campus. The committee includes four subcommittees for Alternative Transportation, Waste Reduction, Energy, and Outreach.

Student Green Fund

The Green Fund supports sustainable growth and education at Chatham. The fund provides for student-run sustainable projects on campus through a competitive annual grants process. Students, faculty, staff and alumni can donate to the fund. The fund is overseen by Climate Committee, a student committee, and the Sustainability Office.

Student Life Statement

Students at Chatham University immerse themselves in academics, service, co-curricular activities, and civic life in the Pittsburgh metropolitan area. At Chatham, you'll find an academic and social environment where everyone – from professors to strong alumnae/alumni networks to fellow students – cares about your future. The Office of Student Affairs at Chatham is committed to assisting students in becoming active, engaged members of our campus community, through a variety of programs and services, as well as our surrounding communities, via a number of civic learning and democratic engagement initiatives. The Student Affairs staff, in partnership with many campus constituents, is here to help Chatham students stretch their imaginations, learn about themselves, discover the world, achieve their aspirations, and have fun! Chatham University has a lot in store for students outside of the classroom.

Traditions

Many of Chatham's traditions came about during its time as a women's-only college, but today we have several traditions to support our ever-changing campus community. We sincerely hope that all of our students – undergraduate, graduate and continuing education – will come out to experience the traditions and create new ones that make Chatham such a special place to be.

- **Opening Convocation** (August) marks the traditional opening of the academic year. We celebrate by welcoming the incoming class, returning students, and faculty and staff while kicking off our Global Focus program.
- **New Student Ice Cream Social** (August/September) is a time for new students to connect with alumnae and learn about the many experiences that await them as a student and future alumna.
- **Battle of the Classes** (September/October) is a weeklong event that has each class competing in several activities across campus. This student favorite is sure to build class and school spirit!
- **Song Contest** (September/October) is a more than 70-year old tradition where classes rewrite lyrics to popular songs and perform for their classmates competition style. This is a favorite that is talked about all year long!
- **Harvest Fun Fest** (October) is a community-based tradition which includes fall-themed family fun activities like face painting, a pumpkin patch and great treats. Each student organization participates and sets up an activity for the Chatham and surrounding community to enjoy.
- **Mocktails** (October) is a chance for student organizations to get creative by devising a non-alcoholic beverage. This event is sometimes featured during Harvest Fun Fest or as part of Alcohol Awareness Week.
- **Halloween Dinner** (October) is a chance for students, faculty, staff, and their families to enjoy a Halloween themed meal while they compete for prizes in our costume contest.
- **Thanksgiving Dinner** (November) is a time for the entire campus to come together in celebration of the holiday season. This family style dinner allows students, alumni, and faculty and staff to connect and celebrate.

- **Candlelight, Chatham Eggnog, and Holiday Ball** (December) is one of the most festive nights of the year. The candlelight service is hosted by the Chatham Choir with traditional music and songs. Following the service, the entire campus celebrates with a formal gathering over eggnog and a holiday dance celebration sponsored by Chatham Activities Board (CAB).
- **Moonlight Breakfast** (December/April) is a chance for students to take a break from studying for finals while faculty and staff serve a late night breakfast!
- **Sledding on Chapel Hill** is a tradition based entirely in the snow. Students celebrate snowy weather by sledding down the steep hill.
- **House Olympics** (April) is a time for the Residence Halls to show which Hall is the best! This week-long competition helps build community among residents with a little healthy competition.
- **Spring Formal** (April) is a chance to celebrate the end of the spring semester with dinner and a night of dancing. This off campus dance allows students the chance to celebrate the coming end of the semester.
- **Airband & Senior Skits** (April) is a time for the Chatham rock stars to come out! Students lip-synch and perform choreography or skits to their favorite songs.
- **Closing Convocation** (April) is the traditional close of the academic year, which is much less formal the Opening Convocation. Seniors wear their gowns and tutorial hats that they decorate to represent their personality and/or tutorial topic.
- **University Day – Bucket & Blossom and University Picnic** (late April or May)
On May 1, 2007, Chatham was granted university status by the Commonwealth of Pennsylvania. This date marks Chatham's newest tradition. This day-long event begins with Bucket & Blossom, where the entire campus community comes together to participate in activities including planting flowers and cleaning up the Chatham campus, followed by a cook-out for all students, faculty, and staff, and the traditional Maypole dance.
- **Senior Week** (May) is a weeklong celebration to honor the graduating seniors. The week includes traditional events like Senior Dinner and Senior Toast, but seniors will also have a chance to vote on other events for the week.
- **Senior Dinner** (May) is a night for the graduating seniors to reminisce with their family, fellow Chatham family, faculty, and staff that enriched their college experience.

Seven Dimensions of Wellness

When most people hear the word wellness, they think of taking a trip to the doctor's office or eating healthy meals and exercising regularly. However, true wellness involves much more than your physical well-being. Wellness is a way of life that requires you to intentionally take responsibility for your thoughts, emotions, and behaviors in hopes of finding true balance. The Office of Student Affairs recognizes this need to support the growth and development of wellness and balance in the lives of our students.

Therefore, programs and events throughout the year will target Ann Boyd Austin's *Seven Dimensions of Wellness* to help broaden the experiences and personal health of our student body.

- **Physical Wellness:** taking positive steps toward a healthy lifestyle; motivating and committing oneself to engaging in fitness, exercise, diet, nutrition, sexual health, sleep and hygiene
- **Emotional Wellness:** developing a sense of self (values, purpose, expectations, and goals); recognizing and sharing a wide range of feelings with others in a constructive way (communication)
- **Intellectual Wellness:** expanding perspectives of the world; using critical thinking skills; exploring new challenges; embracing lifelong learning, contributing to society in a meaningful way
- **Social Wellness:** establishing positive interactions and meaningful relationships with others; balancing one's personal and professional responsibilities
- **Spiritual Wellness:** exploring one's spiritual self (religion, higher power, values, ethics and morals)
- **Environmental Wellness:** living in harmony with the earth; exploring concepts of a sustainable lifestyle
- **Diversity and Social Justice:** examining one's own biases; appreciating and experiencing various cultural traditions, practices, values and issues; strengthening social responsibility; working as an individual or as part of a group toward positive change

140 Things To Do at Chatham Before You Graduate

In 2009, to commemorate Chatham's 140th birthday, the Office of Student Affairs created this list of 140 activities here and in the surrounding Pittsburgh community that you should take part in before graduation. Many of these activities and opportunities can be accomplished either by yourself or with the friends you make here at Chatham, but all of them will serve to enrich your college experience. We hope to see you all at some of these events. Never hesitate to say hi to any of our staff – we promise we're friendly!

It's a Great Day to Be a Cougar

We care about your college experience, so we're prepared to give you a little incentive for completing the items on this list. Come to the Office of Student Affairs in Woodland Hall with proof that you've completed the following and win some great prizes!

- 35 activities: Win a Chatham sweatshirt.
- 70 activities: Win a Chatham blanket.
- 105 activities: Win a Chatham bookstore basket, including apparel, supplies, and drinkware.
- All 140 activities: Win \$75 Cougar Dollars, on us!

Chatham Traditions

- 1. Raise your voice at Fall Serenade.
- 2. Get inspired at Opening Convocation
- 3. Grab a plate at the Global Focus picnic.
- 4. Mix with alumni at the New Student Ice Cream Social.
- 5. Get scared experiencing Halloween Dinner.
- 6. Create a unique concoction at Mocktails.

- ❑ 7. Put on your Chatham sweatshirt for the Harvest Fun Fest and Family & Friends Weekend.
- ❑ 8. Dream about beating the Seniors in the Battle of the Classes.
- ❑ 9. Take up the challenge of Song Contest.
- ❑ 10. Break bread with your neighbor and show gratitude at Thanksgiving Dinner.
- ❑ 11. Go sledding down Chapel Hill.
- ❑ 12. Get into the season with Candlelight, Chatham Eggnog, and the Holiday Ball.
- ❑ 13. Cut the rug at the Spring Formal.
- ❑ 14. Release your inner rock star at Airband.
- ❑ 15. Celebrate the end of the academic year at Closing Convocation.
- ❑ 16. Volunteer for Bucket and Blossom Day and take in the Maypole Dance at University Day.
- ❑ 17. Join your friends and classmates at the Moonlight Breakfast.
- ❑ 18. Celebrate your accomplishments at Senior Dinner and during Senior Week.
- ❑ 19. Don't get bad luck – wave at Andrew Mellon's picture before midterms and finals to do well!

Explore Pittsburgh

- ❑ 20. Use your Chatham ID to ride the Port Authority Transportation system for free. Even if you get lost, you'll be sure to find something new!
- ❑ 21. Wake up early and eat at Pamela's for breakfast.
- ❑ 22. Eat at Primanti Brothers restaurant (slaw and fries on a sandwich – a must have!)
- ❑ 23. Go back in time to visit the dinosaurs at the Carnegie Art and Natural History Museum.
- ❑ 24. Fly a kite, watch a summer movie, or go ice-skating at Schenley Park.
- ❑ 25. Craving a late night meal during the week or weekend? We dare you to finish a large order of fries at the O!
- ❑ 26. Go around the world by experiencing the nationality rooms at the Cathedral of Learning.
- ❑ 27. Have your 15 minutes of fame at the Andy Warhol Museum.
- ❑ 28. Check out the Greek Food Festival.
- ❑ 29. Go see classic movies and grab a Mexican Coke at the Row House Cinema in Lawrenceville! There is a different theme for the movies each week, so don't miss them!
- ❑ 30. Scope out the Strip District – wake up early on a Saturday morning for a Farmer's Market run or enjoy an evening of nightlife fun.
- ❑ 31. Get lost in the art exhibitions at the Mattress Factory.
- ❑ 32. Pick a park, any park: Frick, Highland, North, or Schenley, and relive your favorite childhood activities.
- ❑ 33. Take a moment to stop and smell the roses (and a ton of other amazing flowers) at Phipps Conservatory.
- ❑ 34. Build your own time machine and go back in history! Or just go visit the Heinz History Center.
- ❑ 35. Tour Italy locally and feast at Little Italy Days in Bloomfield or your favorite local pizza place.

- 36. Head to PPG Place every winter to learn about holiday traditions from around the world.
- 37. Grab a friend and your thinking cap to explore the Carnegie Science Center.
- 38. Visit Point State Park and see the fountain.
- 39. Drive to Station Square and board the Just Ducky boat tour to enjoy a city adventure.
- 40. Show your Chatham ID and ride the Incline at Station Square for free.
- 41. Get dressed to the nines and see a play or musical downtown in the Cultural District.
- 42. Experience the rides at Kennywood or splish splash at Sandcastle.
- 43. Capture the Black & Gold spirit at a Steelers, Pirates, or Penguins game!

Live the Good Life – keeping your personal wellness in check is a snap when you get involved!



Be Inclusive (Diversity and Social Justice)

- 44. Participate in a Global Mixer.
- 45. Attend a cultural event at Dean Waite's home.
- 46. Help to plan a celebration during one of the many multicultural awareness months (Hispanic, Native American Indian, Black History, Jewish, or Asian Pacific).
- 47. Go to a LGBTQ History Month event.
- 48. Experience a women's monthly celebration event (Women of Color HERstory or Women's History).
- 49. Even if you are not a business major, there are plenty of reasons to visit the Center for Women and Entrepreneurship and learn about a program or activity to get involved in.
- 50. Have a dream! Attend the MLK Breakfast and participate in the MLK Day of Service.
- 51. Think globally by experiencing a Global Focus event.
- 52. Attend the Vagina Monologues or donate to their sponsored cause of the year.
- 53. Share and hear stories of personal triumph by attending Take Back the Night.
- 54. Do you care about your campus and your school in general? Attend a Chatham University Student Government, Graduate Student Assembly, or Chatham Activities Board meeting! Voice your opinion and be heard.
- 55. Join in on conversation hours with our international students.
- 56. Attend a cultural festival in Pittsburgh.
- 57. Do something for someone else by participating in Community Service Day. You never know how it will help you in return.
- 58. Cultivate your civic identity by taking part in E.L.I. (Emerging Leaders Institute) to learn more about yourself, your community, and the issues that matter most.
- 59. Be a part of the solution by participating in the W.O.W. (Women of the World) Leadership Retreat at Eden Hall Campus.

- ❑ 60. Be counted and let your voice be heard by voting in campus, local, state, and national elections.
- ❑ 61. Run for office in Chatham Student Government or another student organization you love!
- ❑ 62. Utilize Chatham to master a foreign language.
- ❑ 63. Dust off your passport and get ready to Study Abroad.

Be Grateful (Emotional)

- ❑ 64. Say hello to everyone you see.
- ❑ 65. Give one of the many Chatham kids a high five.
- ❑ 66. Grab a blanket, homework, or your guitar and lay out at the Quad or Chapel Hill.
- ❑ 67. Call a friend or family member and say, “I love you!” They would love to hear from you!
- ❑ 68. Promote and participate in our Pet Therapy program.
- ❑ 69. Thank the heroes and heroines who work behind the scenes in Facilities, housekeeping, and landscaping.
- ❑ 70. Center yourself and prepare to reflect on your life’s journey thus far by walking through Jessica’s Labyrinth.
- ❑ 71. Save a life – donate blood in between classes at the Chatham University Blood Drive.
- ❑ 72. Not always a fun event, but always an experience – do one thing that scares you.
- ❑ 73. Now this is a real challenge – stop using your cell phone for one day and enjoy the differences that day brings you.

Be Green (Environmental)

- ❑ 74. Use a Chatham water bottle and eliminate plastic water bottles from your life.
- ❑ 75. Attend a GREEN event at Rea House.
- ❑ 76. Rent a bicycle from Chatham Bike Works.
- ❑ 77. Donate to the Green Fund to bring Chatham one step closer to being entirely carbon-neutral.
- ❑ 78. Carpool, bike, or walk to campus.
- ❑ 79. Walk on the Rachel Carson Bridge at Ninth Street.
- ❑ 80. Enjoy a meal by Slow Food US and learn what the international Slow Food movement is all about.
- ❑ 81. Participate in Recyclemania.
- ❑ 82. Take part in a sustainability workshop or program at Eden Hall Campus.
- ❑ 83. Drive the Zip Car.
- ❑ 84. Participate in the Work and Pick program over the summer at Eden Hall Campus.
- ❑ 85. Bike or walk the Eliza Furnace Trail.
- ❑ 86. Visit the Rachel Carson Homestead.
- ❑ 87. Visit the East End Food Co-Op, Pittsburgh’s only consumer-owned natural food store.
- ❑ 88. Learn what Biophilia is and discover One Planet Living and the Cascadia Living Building Challenge.

Be Inquisitive (Intellectual)

- ❑ 89. Really get to know your surroundings by reading up on and learning the history and backgrounds of a couple of the Chatham buildings.
- ❑ 90. Did you know we have a beautiful Art Gallery right on campus? Scout out the next opening!
- ❑ 91. Need to know the real story about what's going on at Chatham instead of the rumors? Read the Communiqué!
- ❑ 92. With over 91,000 titles available, stop by the Jennie King Mellon Library and check out a book!
- ❑ 93. Grab your resume and your smile to participate in a career fair.
- ❑ 94. Take the first steps to becoming truly world ready by attending the Student Activities Fair and joining a group.
- ❑ 95. Participate in the many personal and leadership development programs we provide, such as the Financial Wellness workshop.
- ❑ 96. Do more than just come by and say hello; share a campus life issue and a solution with your Dean of Students.
- ❑ 97. Better yourself academically and personally by attending a counseling, library, or PACE Center program.
- ❑ 98. Practice the art of networking and invest yourself in the city through meeting a local Pittsburgh leader or entrepreneur.
- ❑ 99. Take the extra step to prepare for your life after Chatham by visiting Career Development before your senior year.
- ❑ 100. Schedule a meal with a campus administrator and learn from their life experiences.
- ❑ 101. Expand your mind and your transferrable skill set at an internship.
- ❑ 102. Don't just pay Chatham, let Chatham pay you by becoming an official employee through student employment.
- ❑ 103. Get the most out of your education and take an elective with a professor just because you heard they're amazing.
- ❑ 104. Take a course that has nothing to do with your major. It might change your life – and your major!
- ❑ 105. Enjoy starting and completing your integrated capstone seminar, a true rite of passage!

Be Fit (Physical)

- ❑ 106. Wake up early and enjoy a healthy brunch at Anderson.
- ❑ 107. Take the Chatham Shuttle to Chatham Eastside if for no other reason than to have lunch in the Café.
- ❑ 108. Get familiar with the great outdoors of Chatham University by walking or running the Chatham Mile Loop.
- ❑ 109. Spend a day taking advantage of what the Athletic and Fitness Center has to offer. With our track, swimming pool, basketball court, and rock wall, there is something for everyone to enjoy!
- ❑ 110. Eat something different every week. Who knows, you may like it!
- ❑ 111. Attend a Kam Jamz or Zumba fitness class.

- ❑ 112. Experience our outdoor pool by swimming at Eden Hall Campus. There are even shuttles that will take you and your friends on Saturdays during the summer!
- ❑ 113. Show off your athletic and competitive side by participating in an intramural event.
- ❑ 114. Go old school and enjoy vintage duckpin bowling at Eden Hall Campus. Don't forget to pick up the pins after each roll.
- ❑ 115. Create/join a Chatham team to walk, run, or bike for a cause in a charity race.
- ❑ 116. Move towards a healthier lifestyle by taking a wellness course.

Be In Touch (Social)

- ❑ 117. Follow the University, Dean of Students, and Athletics Department on Twitter and Instagram! @ChathamU, @ZWaite, @ChathamCougar
- ❑ 118. Grab your camera and submit a photo of the week to myChatham for everyone to see.
- ❑ 119. If you need a little push and fun to make it to the weekend, attend a Chatham After Hours or Student Organization Night event.
- ❑ 120. Have you seen your professor in the dining hall, the gym, or even off campus? Well, say hi and have a conversation with them!
- ❑ 121. Fill out an email survey for your chance to suggest cool new campus events and win fabulous prizes!
- ❑ 122. Say thank you to as many Chatham student-athletes as possible for representing Chatham Athletics.
- ❑ 123. Invite the important people you miss most during the school year to attend and enjoy Family and Friends Weekend.
- ❑ 124. Drop by to say hello and introduce yourself to your academic dean.
- ❑ 125. Cheer on the Cougars at an athletic event!
- ❑ 126. Do the next best thing to participating in a Chatham sport – go to a tailgate!
- ❑ 127. Support your fellow actors and actresses by attending a Drama Club event.
- ❑ 128. Become a Chatham idol – be a regular at Open Mic Night or the Talent Show.
- ❑ 129. Personify the Chatham spirit of Cougars past and present by wearing the Carson costume at a Chatham event.

Be Centered (Spiritual)

- ❑ 130. Learn more about the beliefs of other members of the Chatham community.
- ❑ 131. Attend a Multi Faith Council lunch to learn more about the spiritual organizations Chatham partners with to provide events.
- ❑ 132. Let all your troubles melt away during a yoga session with Hallie.
- ❑ 133. Party in the Sukkot hut with Chabad at Chatham to learn more about this Jewish tradition!
- ❑ 134. Learn more about the beliefs and traditions of Islam over a delicious meal by attending the Muslim Student Association's annual Eid dinner.
- ❑ 135. Try meditation (for free!) by visiting Open Night Mondays at the Pittsburgh Shambhala Center on North Highland Ave.
- ❑ 136. Hear stories from the many different faiths represented on Chatham's campus at our annual Candlelight ceremony.

- ❑ 137. Visit St. Anthony Chapel in Troy Hill to see their life-size statues and what some call the largest public reliquary in the world.
- ❑ 138. Enroll in a philosophy class to take a deeper look at your personal ethics and values.
- ❑ 139. Commune with the peace and quiet of nature on the wooded hiking trails at Eden Hall Campus.

And don't forget...

- ❑ 140. Enjoy the many events Chatham and Pittsburgh have to offer, then report your activities for the Co-Curricular Transcript.

Co-Curricular Transcript

Your college experience inside and outside the classroom is important and can set you apart in today's competitive job market. This Student Handbook details the many ways you are able to invest in co-curricular activities such as participating in student organizations, leadership workshops, internships, and the "140 Things To Do." Now, that you have gained much from these activities, do make sure to document it by creating your personalized Co-Curricular Transcript. It's simple: just log onto myChatham and click on the Quick Links Co-Curricular Transcript option. Answer the few prompts that come up and you're ready to go. To request a University official copy of your Co-Curricular Transcript, please visit the Office of Career Development.

Getting Started

Enrollment Management

Offices of Admission 412-365-1290

The Office of Enrollment Management oversees activities related to the recruitment, selection, and enrollment of incoming degree seeking students in both undergraduate and graduate admissions and financial aid. For additional information please visit www.chatham.edu/admissions.

Students interested in continuing education (online) and professional studies may contact the College of Continuing and Professional Studies at 412-365-1147 or visit www.chatham.edu/ccps.

Office of Financial Aid 412-365-2797

The Office of Financial Aid offers assistance with need-based aid, processing and receiving federal, state and private grants and loans, and providing counseling with respect to financing options.

Chatham University offers both need-based financial aid and merit-based scholarships. Financial Aid Award Letters are sent electronically to your Chatham e-mail account. Each student ID number is the password needed to access the award. From the electronic award letter, you will be able to obtain helpful information about financial aid, apply for loans, access financial aid documents, and approve or decline your awards. Once you have reviewed the award, click on the "Submit" button. Due to this implementation, we will no longer be sending paper awards to students.

Orientation and Welcome

Office of Student Activities. 412-365-1281

New Student Orientation is your opportunity to find out about the academic and community expectations for students. New students will be assigned an upper class mentor known as their Orientation Leader. The Orientation Leader will help connect new students with resources and programming opportunities on campus over the first six weeks of the fall term. In addition, keys will be distributed to all residential students and all new students will receive their Chatham I.D. A free shuttle service is provided to local shopping districts to purchase essential items (i.e. linens, towels, bath items) for students who are unable to pack all of the necessities. New Student Orientation is also where undergraduate students receive their MacBook Pro computer.

Graduate Students Welcome is a one-day event filled with information and traditions for all graduate students. Graduate students mingle with academic program directors, graduate student organizations, and current students, as well as meeting their Dean of Students and respective academic dean. During the Welcome, graduate students also take part in Chatham traditions such as Opening Convocation and the Global Focus Picnic, which their families are also welcome to join in.

Chatham Identification (ID) Cards

Every new Chatham student must obtain a student ID card. Once you are registered for classes, the Office of Student Affairs will issue you your ID. Stop in to the first floor of Woodland Hall to have your photo taken and pick up your card before classes begin.

Benefits Around Town

Pittsburgh cultural venue discounts available with Chatham ID

**** These offers are specifically geared toward Chatham students.*

Theater and Performance

*Pittsburgh CLO****

- Tickets to any show are \$15; up to four tickets may be purchased per ID. Purchases may be made at the box office or online using the discount code CLOChatham. Students and staff can call 412-325-1582 for assistance.

Pittsburgh Cultural Trust

- Includes: Benedum Center, Byham Theater, Theater Square (incl. Box Office and Cabaret), Backstage Bar, Harris Theater, Agnes R. Katz Plaza, Trust Visual Arts Galleries (incl. Wood Street Galleries, SPACE, 707 and 709 Galleries, 943 Gallery, Future Tenant, and 937 Gallery), O'Reilly Theater, and Heinz Hall
- Admission to all galleries is free and open to the public.
- Any student discounts for shows can be found at <http://trustarts.org/studenttickets>

Pittsburgh Symphony Orchestra

- Students can purchase discount tickets for select performances, starting at \$15, by using the promo code *chathamstudent*. A list of eligible performances can be accessed by choosing Chatham University from the list at http://www.pittsburghsymphony.org/pso_home/web/subscriptions/group-student/2012/university

- Student symphony subscriptions are available for only \$12/concert. Call for more information: 412-392-4819
- Student rush tickets for the BNY Mellon Grand Classics Series and the PNC Pops Series are available in certain zones for select performances up to two hours before the performance starts. Tickets are sold for \$20, one per valid student ID.

Pittsburgh Opera

- Students can receive half-price or even more heavily-discounted tickets by: purchasing Student Rush tickets at the Benedum Center Box Office starting two hours before a show (up to 2 tickets per person, limited availability) OR using CheapSeats through the Pittsburgh Opera website (up to 5 tickets per person): <http://www.pittsburghopera.org/pages/student-tickets>
- Groups of six or more students can call ahead for group discounts: 412-281-0912, extension 213

Music In A Great Space Provided Through Shadyside Presbyterian Church

Student admission for concerts is \$10 per person. Tickets may be purchased at the door or ordered in advance by calling 412-682-4300.

Museums

*Carnegie Museums****

Chatham students receive free admission to all four: the Art and Natural History Museums, Carnegie Science Center, and The Andy Warhol Museum.

The Frick Art & Historical Center

- For tours of Clayton, students pay \$10 per person. On Tuesdays, there is a buy-one-get-one-free option, so two students would be able to purchase admission for \$10. Tours should be reserved in advance by calling 412-371-0600; limit is 10 people.
- Admission to the Art Museum, Carriage and Car Museum, and Greenhouse is free and open to the public.

Senator John Heinz History Center in association with the Smithsonian Institution

- Includes: Heinz History Center, Detre Library and Archives, Western Pennsylvania Sports Museum, Meadowcroft Rockshelter and Historic Village, and Fort Pitt Museum
- Admission to all venues *other than* the Fort Pitt Museum is \$6 (\$9 discount).
- Admission to the Fort Pitt Museum is \$3 (50% discount).
- Admission to the Detre Library and Archives is free *for researchers* including teachers, students, and staff

The Mattress Factory

Student admission is \$10 (\$5 discount). On Tuesdays, admission is half-price.

Sightseeing

*The Duquesne Incline****

Chatham students ride the Incline for free. Groups of ten or more can also receive a free tour of the Incline's upper station, but all tours must be arranged in advance by calling 412-381-1665.

Professional Sports

Pittsburgh Penguins

Through American Eagle Student Rush, students can purchase up to three tickets at a discounted rate. All tickets (limited number) are sold via online pre-sale. More info can be found at <http://penguins.nhl.com/club/page.htm?id=56565>

Pittsburgh Pirates

Students with a valid college e-mail address can save up to \$10 on advance ticket sale prices for select games – each promotional code is valid for up to 14 tickets. More info can be found at https://secure.mlb.com/pit/ticketing/student_verification_form.jsp

Pittsburgh Power (arena football)

Students can purchase Student Rush tickets at a discounted price for select games at the box office. (Generally the tickets are \$10, unlimited amount.)

Pittsburgh Steelers

Students can enter to win two free tickets by texting BLITZ to 76274. If student wins, a valid college ID must be presented at box office to pick up tickets.

And More!

Phipps Conservatory

Admission is \$14 per student (\$1 discount).

Allegheny Observatory

Tours are free and open to the public (offered April-October but must be reserved in advance by calling 412-321-2400. (Owned and operated by the University of Pittsburgh)

chatham
UNIVERSITY

**Live the
Good Life!**

Carson's 13 Steps Toward Cougar Success

- 1. Learn to be resilient!** Resilient people are able to deal with or recover from tough circumstances. For most Chatham students, earning your degree is one of the most difficult challenges in your life. There will be hurdles to overcome. Your attitude, healthy behaviors and support systems will help you make it through and contribute to Chatham's mission of preparing you to be world-ready.
- 2. Seek help ASAP regardless of the issue.** There are many challenges in college but we have resources to assist you. Your deans are a great resource to start:
 - Vice President for Student Affairs and Dean of Students: Zauyah Waite, Ph.D., 412-365-2794, zwaite@chatham.edu, twitter & instagram: @zwaite
 - Academic Dean, School of Arts, Science, & Business: Darlene Motley, Ph.D., 412-365-2467, dmotley@chatham.edu
 - Academic Dean, Falk School of Sustainability: Peter Walker, Ph.D., 412-365-2705, pwalker@chatham.edu
 - Academic Dean, School of Health Sciences: Patricia Downey, Ph.D., 412-365-1711, downey@chatham.edu
- 3. Participate in a respectful community and lead with character** by demonstrating integrity in both conduct and academics.
- 4. Commit to your Chatham experience.** The old saying goes: "as you sow... so shall you reap." The more time, energy and passion you invest, the more you'll receive. Generally, plan out your time in college – may it be two, three, or four years. Think of things like scholarly endeavors, student employment, internships, study abroad opportunities and campus engagement.
- 5. Creating a safer community is all of our jobs.** Pay attention to any Public Safety announcements and sign up for E2Campus to receive critical updates (we promise not to send unnecessary messages – only emergencies like school closings). It's easy to sign up and will only take a minute of your time. Simply log on to my.Chatham.edu and click the box/logo on the home page that says "e2Campus Chatham alert system." Fill out the provided prompts, then you're all set!

6. Visit Student Accounts & Financial Aid once a financial issue is identified.

Twenty percent of college students in our country don't finish their degree and the majority of these students claim financial reasons derail their academic path. Have a plan that lands you on the stage at graduation.

7. Introduce yourself on the first day of class, visit faculty during their office hours, and spend time with your academic advisor.

One of the strongest predictors of college success is a meaningful partnership with a faculty member. One of the marquee benefits to a Chatham education is your access to faculty and advisors in a variety of venues including the tutorial and small class sizes.

8. Invest in out-of-classroom activities: Participate in co-curricular activities & Chatham traditions such as "140 Things to Do Before You Graduate from Chatham."

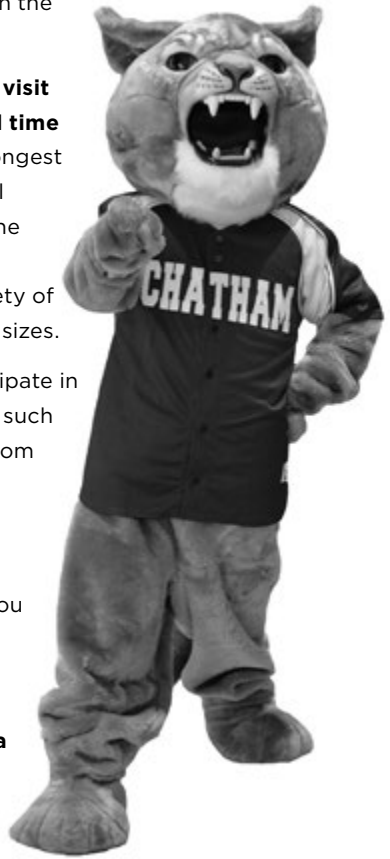
9. Work even if you do not need to; you might make an important professional connection. Future employers value work ethic, even if you are delivering pizza.

10. Study abroad: see and serve the world.

11. Get used to checking your Chatham e-mail a few times a day; you don't want to miss out on the action!

12. Develop and update your resume/ curriculum vitae/co-curricular transcript on a regular basis. You never know when an opportunity will pop up. It's also an excellent way to keep tabs on your experiences. And don't forget - ask your professors and administrators for letters of recommendation at least two weeks in advance!

13. Practice civility: Say please, sorry, and thank you!



Carson Says, “Be an Active Citizen!”

What Chatham students need to know about voting in elections.

What do I need to vote in elections?

In order to vote in any election, you must first be a registered voter. You must be registered at least 30 days before the next primary, special, municipal, or general election.

How do I register to vote in Pennsylvania?

In order to vote you must be:

- A citizen of the United States for at least one month before the next primary, special, municipal, or general election.
- A resident of Pennsylvania and the election district in which you want to register and vote for at least 30 days before the next primary, special, municipal, or general election.
- At least 18 years of age on or before the day of the next primary, special, municipal, or general election.

You can register to vote the following ways:

• **Register to Vote in Person**

You can register to vote at a County Voter Registration Office or other designated sites.

• **Register to Vote by Mail**

You can register to vote by mail in two ways:

- Get a Voter Registration Mail Application form from the state or federal government. The Secretary of the Commonwealth and all county registration commissions supply Voter Registration Mail Applications to all persons and organizations who request them, including candidates, political parties and political bodies and other federal, state and municipal offices.

- or you can download the form on the PA Department of State website

• **Register to Vote at PennDOT or other PA government agency offices**

You can register to vote at a PA Department of Transportation photo license center when you obtain or update your driver's license.

Do I need to register for every election?

Once you have registered to vote, you are not required to register again unless you change your residence, name, or political party affiliation.

However, if you wish to vote in elections surrounding the Chatham community you will need to change your registration from your home address to your mailing address at Chatham.

Not sure if you are registered to vote?

You can find out by searching Pennsylvania's voter registration database.

(<https://www.pavoterservices.state.pa.us/Pages/VoterRegistrationStatus.aspx>)

You also can confirm your registration by contacting your County Board of Elections or by calling 1-877-VOTESPA.

What about Primary Elections?

A primary election is an election in which a political party nominates its candidates for an upcoming general election. The rules for voting in primary elections vary from state to state. In Pennsylvania:

You must be registered and enrolled in a political party to vote in that party's primary.

All registered voters are entitled to vote on Constitutional amendments, ballot questions and in all special elections that might be held at the same time as a primary election.

How do I vote?

Voting is easy. As long as you are registered, you will be able to vote on Election Day. You'll want to make sure to:

- Know the location of your polling place. If you're registered using your Chatham address, Chatham is a polling place
- Familiarize yourself with the voting system at your polling place by viewing the voting system demonstration.

In Pennsylvania, polls are open from 7:00 a.m. to 8:00 p.m. The busiest times of day to vote are before and after normal working hours. If you can, try going at less-busy times. If you are in line by the time the polls close, you must be allowed to cast your vote.

What if I'm registered at home and not at Chatham?

You can still vote! But, you must request an absentee ballot. To vote by absentee ballot, a voter must apply to the County Board of Elections for an absentee ballot. The County Board of Elections will send a paper absentee ballot to the voter. The voter then completes the ballot and returns it to the County Board of Elections.

In Pennsylvania, the County Board of Elections must receive your application for absentee ballot no later than 5:00 p.m. on the Tuesday before the election. In emergency situations (such as an unexpected illness or disability) you can submit an Emergency Application for Absentee Ballot, which must be submitted no later than 5:00 p.m. on the Friday before Election Day. Completed non-emergency absentee ballots must be received by 5:00 p.m. on the Friday before Election Day. In presidential election years, absentee ballots received by the close of the polls on Election Day will be counted for the offices of president and vice president.

What if I'm studying abroad?

You can still vote! If you will be out of the country and wish to vote, the Federal Voting Assistance Program will guide you through the process.

Where is my polling place?

If you know that you are registered, but not sure where your polling place is, the Pennsylvania Department of State can help. Please visit www.votespa.com and click on "where to vote." All you need to do is enter your address!

TurboVote

TurboVote is an application that makes voting easy. When you sign up it keeps track of your elections, local and national. And if you need to get registered, update your voter registration, or request an absentee ballot, they'll get you all the forms and information you need, when you need them. It's an easy way to stay informed during your time at Chatham and afterwards. To sign up visit: chatham.turbovote.org.

Questions on campus can be directed to the Pennsylvania Center for Women and Politics at 412-365-1878 or pcwp@chatham.edu

Questions of complaints about voting in Pennsylvania elections can be directed to 1-877-VOTESPA (1-877-868-3772) or ST-VOTERREG@state.pa.us

Carson's 12 Steps Toward Financial Wellness

- 1. Take Dr. McGreevey's Financial Wellness course.** Finances are the second-most stressful influence on college students, but they don't have to be! This 10 week series explores the "personal" in personal finance: how your relationship, habits and attitudes about money, credit, debt, spending, and saving can shape your future. Sign up on myChatham; email Dr. MCGreevey for more information at smcgreevey@chatham.edu.
- 2. Organize your files.** Creating a filing system will make paying your bills on time and meeting payment deadlines easier. You'll also want to keep records for tax purposes.
- 3. If you are unsure about an aspect of your student account or financial aid ask questions now!** The following offices are a great resource for all students to use:
 - Student Accounts Coordinator: Kathleen Jodzis
412-365-1356, kjodzis@chatham.edu
 - Director of Financial Aid: Dr. Jennifer Burns,
412-365-1849, jburns@chatham.edu
- 4. Pay your bill on time.** It's important to monitor your student account via the Student Portal on a regular basis. Pay your bill on time. Set up a payment plan if necessary.
- 5. Make a budget and stick to it.** Making a budget is an important step to managing your spending. You will be amazed at how much farther your money goes when you have a budget.
- 6. Avoid using credit cards** as a supplement for items you don't need.
- 7. Buy used books.** Many students are shocked to learn how much textbooks cost. The campus bookstore sells used books and offers a Rent a Textbook program for all students.
- 8. Leave your car at home.** Walk, use public transportation, or ride a bike. The Port Authority bus or Chatham Shuttle is **free** with your Student ID.
- 9. Save on snacks.** If you can, avoid buying snacks at vending machines or convenience stores. Stock up by utilizing all of your Cougar Dollars and Flex Dollars instead of shopping off campus.
- 10. Use student discounts to your advantage.** It's common for movie theaters, concert halls, restaurants, insurance, and travel companies to offer steep discounts with a student I.D. Just ask!
- 11. Start saving.** A few dollars can make a big difference later in life. Saving and investing your money puts your money to work for you.
- 12. Keep life in balance.** Money management is important, but it's only a means to get you where you want to be in life. Strong values, good friends, and a solid education should all be part of your plan for success.

Carson's 11 Steps Toward Health & Wellness

- 1. Be active!** Physical activity has tons of benefits for the mind and body such as reducing the risk of heart disease and some cancers, strengthening bones and muscles, and improving mental health. Being active also helps students avoid the First Year 15lbs. Try one of Chatham's many amenities such as OR, IM, the AFC gym, and more.
- 2. Get checkups!** Regular health exams and tests can help find problems before they start. Early detection improves treatment and outcomes. By receiving the right health services, screenings, and treatments, you're improving your chances for living a longer and healthier life.
- 3. Practice good personal hygiene.** Many diseases and conditions can be prevented or controlled through frequent hand washing. It's one of the most effective ways to prevent the spread of many types of infection and illness.
- 4. Get your flu shot.** The CDC recommends a yearly flu vaccine for everyone six months of age and older as the first and most important step in protecting against flu viruses.
- 5. SLEEP.** Insufficient sleep is associated with a number of chronic diseases and conditions, such as diabetes, cardiovascular diseases, obesity, and depression. Students who are working or studying long hours may experience episodes of sleep deprivation.
- 6. Eat a balanced diet.** Before you eat, think about what goes on your plate/ bowl or in your cup. Parkhurst provides many healthy food options like vegetables, fruits, whole grains, low-fat dairy products, and lean protein. Also try your best to drink eight cups of water a day.



- 7. Let's talk about SEX!** College is a place where many students choose to explore their sexuality. Students can do this safely by getting tested, using protection, discussing important issues with your partner and talking with Student Health Services to become educated.
- 8. Control your stress levels.** Stress can hit you when you least expect it – before a test, after an accident, or during conflict in a relationship. While everyone experiences stress at times, a prolonged bout of it can affect your health and ability to cope with life. Be sure to seek out campus resources like Counseling Services in times of need.
- 9. Develop a social network.** Develop a support network of friends. Campus and co-curricular involvements such as playing on an intramural team, joining a student organization, or serving in student government, are great ways to meet new friends. Having this social network is a great outlet to improve one's resiliency.
- 10. Many college social situations involve alcohol.** Be mindful of strategies for being safe and preventing impairment: go out with friends, eat a good meal, stay hydrated, don't take from strangers and always be aware of your surroundings.
- 11. Have additional questions** about your student health and wellness? The following offices are a great resource for all your concerns:
 - Asst. Director of Counseling and Health Services: Nicole Marinacci-Magee, 412-365-1714, nmagee@chatham.edu
 - Athletic and Fitness Center Coordinator: Dani Pais, 412-365-1625, dpais@chatham.edu
 - Director of Counseling Services: Dr. Elsa Arce, 412-365-1282, arce@chatham.edu
 - Director of Student Health and Wellness: Dr. Ron Giles, 412-365-1269, rgiles@chatham.edu

Carson's 13 Steps for Safety

- 1. Be informed.** Sign up for the e2Campus Alert System. Just click on the logo on the myChatham home page. We'll send a text alert (we promise, no spam) if there is a critical emergency on campus or if school is closed due to inclement weather. You should also stay abreast of the following initiatives we provide information about: AlcoholEdu and Haven – the alcohol education and relationship wellness modules we participate in through the educational service EverFi, Title IX Policies and Procedures (the full booklet can be located on web at [LINK](#) or in the Office of Student Affairs), and the Clery Act Report (which informs you of campus crime statistics, found on the Office of Public Safety's website at www.chatham.edu/campuslife/services/publicsafety/crimestats.cfm).
- 2. Know the digits.** Plug the Chatham University Emergency Number in to your cell phone: 412-365-1111. Our officers are here 24 hours a day
- 3. Stay with the herd.** Walk with friends when traveling after dark. Go with a group if you are going to socialize in Oakland. Look out for your friends and make sure everyone comes back to campus safely.
- 4. Tip us off.** If you see something suspicious, call campus police. (412-365-1111)
- 5. Stay S.H.A.R.P.** Check out our self-defense class instructed by our fabulous public safety officers. (**S**exual **H**arassment, **A**ssault, **R**ape **P**revention)
- 6. Safe Rides.** Travel to Oakland on the Chatham Shuttle and call the Safe Rider Program for late night transportation (412-648-2255).
- 7. Call us!** If your friend has had too much to drink, tell the campus police or a residence life staff member. It's better for them to receive help than to worry if they are going to be in trouble. (412-365-1111)
- 8. Net Safety.** Be aware of your on-line profile. Don't post vital information including your class schedule or your room number.
- 9. Lock it up.** The number one crime on college campuses nationwide is theft (almost 80% of all reported crimes). Lock your room every time you leave and make sure your roommate does too. Keep your car and your bike locked as well.

- 10. Cover yourself!** Buy renters insurance if you live on or off campus (or, check to see if you're covered under your parents' homeowner's insurance). Our residence halls and off campus rentals don't cover your "contents" in an emergency. For a few bucks a month, you could save yourself lots of cash if there's a fire or flood.
- 11. Don't "Tailgate."** The residence halls are locked for your safety. As you enter using your ID card, don't let strangers in to the hall behind you (called "tailgating.") Tell them to call their host to let them in.
- 12. Stop the Prop.** Close all doors to the residence halls and never leave a door propped open.
- 13. No Candles!** Follow all the fire safety policies in the residence halls - no candles, smoking or unapproved appliances.



Office of Career Development - Student Affairs

If the following questions sound familiar, **come see us!**

- How do I begin to figure out what I should do with my life?
- What kinds of jobs are available to someone in my major?
- How do I overcome my shyness so that I can network myself into a job?
- What kind of internship or experiential learning is going to advance my career goals?
- How do I handle the fact that all of my experience is in something I don't want to do?
- My resume is a mess - how can I fix it?
- I've never interviewed before - how am I going to ace my upcoming interview?
- I've never written a cover letter before - what should I put in it?
- What's my next step for getting on my career path?
- Check us out 24/7 at <http://careers.chatham.edu>



**Visit us in Dilworth Hall or e-mail careers@chatham.edu.
Career Development staff will conduct special sessions at Eden Hall Campus
by appointment.**

Staff

- Sean McGreevy, Ph.D., *Assistant Dean for Career Development*
- Monica Ritter, *Associate Director of Career Development*
- Pam Turner, *Associate Director of Career Development, Career Advising and Student Employment*
- Crystal Vietmeier, *Assistant Director of Career Development, Internships, Experiential Learning, and Career Advising*

Services

- One-on-one career advising
- Job and internship postings
- Job shadowing and internship assistance
- Networking opportunities
- Print resources
- Career modules and inventories
- Two-credit Career Preparation course during Maymester
- Professional mentors
- Programs and workshops
- Job fairs
- Mock interview sessions
- In-class presentations
- On-campus jobs

Student Services

On-site services at Eden Hall Campus are being developed. In the interim, students can contact the offices below.

Office of Student Accounts 412-365-2719

The Office of Student Accounts is responsible for overseeing the billing and collection of tuition, room, board, fees and other University related charges. Upon acceptance to Chatham University a student account will be established for you and will be used to manage the billing and payment of tuition and other fees related to your enrollment at Chatham. As a student it is important for you to understand the student account process as well as the importance of paying your account on time. Stop in Braun Hall with any questions regarding your student account.

- **Billing:** The Office of Student Accounts will mail term invoices to all registered students approximately one month prior to the start of each term. Invoices will be in the student's name and sent to their permanent home address on file. Important financial and payment information will be included in the invoice. A late fee will be assessed to accounts not paid by the payment due date which will generally be one week before the start of the term.
- **Payment:** Chatham University accepts payment by cash, check, credit card, and money order. Payments may be made in person at the Office of Student Accounts, by mail, phone at 412-365-2719 or fax at 412-365-1834. To ease the burden of paying for college we offer the Chatham University Tuition Payment Plan, a term-based payment program that allows students to finance tuition and fees over the duration of each term. Complete information as well as an application form will be included with your term invoice.
- **Charges:** Students may elect to have the cost of books and cab fare charged to their student account. Other items, such as room damage fines and health service fees, are charged automatically if fees are incurred. Any questions about charges on your student account may be directed to the Office of Student Accounts.

Office of the Registrar 412-365-2963

The Office of the Registrar is responsible for overseeing all aspects of academic records, to process and maintain and the following: academic transcripts, course scheduling, transfer credit evaluations, student demographic information updates, registration related activities, degree completion, classroom reservations, student enrollment verifications, course catalogue, and Family Educational Rights and Privacy Act (FERPA) forms that protect the release of student academic records. All forms can be found on myChatham or by contacting the Office of the Registrar directly.

- **Registering for Classes:** Students register for classes via the CampusVue student portal at <http://portal.chatham.edu/>. Students must register for classes on the dates indicated on the University calendar. Registration after these dates may significantly reduce the availability of classes open for enrollment. Students may add or drop courses, with the approval of their advisors, until the end of the add/drop period for that term. If a course is closed or special permission is required to take the course, the student must obtain the instructor's signature on an add/drop form.

- **Verification of Enrollment:** In order for Chatham University to release a verification of enrollment or degree for a student, the student must first complete a verification request form and return it to the Office of the Registrar.
- **Academic Transcripts:** In order for Chatham University to release a copy of a student’s transcript, the student must complete the online transcript request form. The link to the online transcript order form is on the Home page of myChatham; click on the Transcripts on Demand logo, which can be found in the middle of the page under Quick Links.
- **FERPA:** The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of a student’s educational records to establish the rights of students to inspect and review their educational records, and to provide procedures for the correction of inaccurate or misleading data through informal and formal hearings. Non-directory information may not be released without the student’s consent. Students must complete the FERPA form to give Chatham University permission to release non-directory information to a third party, including parents, spouses, family, friends and employers.

Student Services & Amenities

ATM

For your convenience, a Dollar Bank ATM is located in the Post Office on the ground level of Mellon Center and on the second floor of Chatham Eastside (at the cafeteria entrance).

Bookstore 412-365-1661

The Bookstore, run by Follett College Stores and located in the basement of Woodland Hall, provides textbooks, supplies, snacks, and University memorabilia. Bookstore hours are Monday through Thursday 9:00 a.m.-6:00 p.m., Fridays 9:00 a.m.-4:00 p.m. and Saturdays at 10:00 a.m.-2:00 p.m. Books, supplies, clothing, and gifts can also be ordered on the bookstore website at www.chatham.bkstr.com.

- **Textbook Buyback:** Book buyback time is during fall and spring finals. Students receive 50% of the purchase price unless the title isn’t being used on campus next term, or the bookstore has excess. Books will then be sold to a national used book wholesaler as a convenience to students.
- **Text Rental:** Textbook rental offers students the option of renting course materials at large savings – on average over 50% of up-front savings over the cost of purchasing a new book. Not all course materials will be available for rental. Register for text rental at www.rent-a-text.com, www.facebook.com/rentatext, or click on the link on the bookstore’s website: www.chatham.bkstr.com.

Bulletin Boards 412-365-1286

There are several bulletin boards located around campus for promoting events and activities at Chatham and the surrounding community. If an on or off campus organization is interested in hanging flyers on a bulletin board on campus, please see the Office of Student Affairs for appropriate stamp-approval and desired board locations before hanging. All flyers without approval will be removed.

Campus Room Reservation 412-361-1281

Chatham University offers many options for student organizations to hold meetings and events in campus facilities. Any student interested in reserving a space on campus should fill out an Event Request Form located on myChatham and submit it to the Office of Student Affairs a minimum of two weeks prior to the event. It is advisable to reserve campus space as far in advance as possible.

Dining Services 412-365-1659

Chatham University Dining Service’s goal is to match students with the meal plan that meets and exceeds their expectations. These plans give diners control and flexibility along with the best value for the dollar. Students can use their Chatham ID for the safety and convenience of cashless dining. Please be aware that meal plans do not work during Thanksgiving, Winter, and Spring Breaks, but flex and Cougar dollars are available for use.

If you are living in one of the Upper Campus housing options, then you must pick one of the “Chatham” meal plans.

- **Chatham Platinum:** Unlimited meals per week and \$25 in flex dollars per term included. This plan is for the student who wants to come and go from Anderson and grab a bite at any time of the day or evening.
- **Chatham Gold:** 19 meals per week and \$55 in flex dollars per term included. This plan is the best value for the dollar.
- **Chatham Silver:** 14 meals per week and \$110 in flex dollars per term included. This plan is structured to offer more flexibility.
- **Chatham Bronze:** 10 meals per week and \$220 in flex dollars per term included. The additional flex dollars allow for “stocking up” retail items or having a few more smoothies or mochass at Café Rachel.
- **Chatham Steel:** 200 meals that can be used at any time during the term and \$200 in flex dollars per term. This plan is not available to first-year students.

If you are a traditional undergraduate living in one of the Chatham-owned apartments or a graduate student living on the Eden Hall Campus, you must pick one of the “Cougar” meal plans.

- **Cougar Platinum:** five meals per week and \$220 in flex per term.
- **Cougar Gold:** 100 meals and \$200 in flex dollars per term
- **Cougar Silver:** 50 meals and \$200 in flex per term
- **Cougar Commuter:** 25 meals and \$200 in flex per term
- **Cougar Dollars:** For those who want to add extra dining dollars to their cards, these are sold in blocks of \$50. For every \$50 in Cougar Dollars you purchase, you receive \$55.00 to spend. Cougar Dollars can be purchased if you do not have a meal plan.

Unused block plans expire at the end of each term and the meals in the traditional plans expire at the end of each week. Flex dollars roll over from fall to spring terms only with the purchase of a spring meal plan. Cougar dollars also roll over from term to term and year to year as long as you are a member of the Chatham community.

Students may use meal plans, flex or Cougar Dollars at the following locations (Please visit myChatham to see menus and daily specials):

- **Anderson:** Mellon Hall, First Floor 412-365-1506
Traditional all you care to eat dining hall. Meal plans, flex, and Cougar Dollars accepted at all meals.
- **Café Rachel:** Woodland Hall, First Floor 412-365-1124
Espresso bar offering light bites. Flex and Cougar Dollars accepted at all times; meal equivalency at breakfast and on the weekend .
- **Eastside Café:** Chatham Eastside, Second Floor 412-365-2710
Full service retail café. Meal plans, flex, Cougar Dollars accepted during all operating hours.
- **Eden Hall Dining Commons**
Traditional all you care to eat dining hall. Meal plans, flex, and Cougar Dollars accepted at all meals.

Commuter and Graduate Student, Faculty and Staff Dining Plans

Parkhurst Dining Services in partnership with Chatham University is looking to match non-traditional students, faculty and staff with a dining plan that will take care of all on-campus dining needs. These plans give our diners control and flexibility along with a great value for the dollar. Meals, meal equivalency, flex and Cougar dollars can be used at Café Rachel, Anderson Dining Hall, the Eastside Café, and the Eden Hall Dining Commons.

- **Cougar Dollars:** Same as above
- **Cougar Platinum:** five meals per week and \$220 in flex dollars per term. This plan is designed for the diner that is on campus every day for classes, work, or study.
- **Cougar Gold:** 100 meals and \$200 in flex dollars per term. This plan is for the diner that is on campus often but not always on a regular basis and is looking for the most flexibility in a meal plan.
- **Cougar Silver:** 50 meals and \$200 in flex dollars per term. This plan is designed to accommodate the diner who is on campus less often and not on a regular basis.
- **Cougar Bronze:** 25 meals and \$200 in flex dollars per term. This plan is the minimum required plan for undergraduate students that live in the Chatham-owned apartments. It is designed for anyone who is on campus only occasionally or who packs a lunch or dinner most days and is looking for the ability to have a meal or snack without worrying about carrying cash.

Gender Neutral Bathrooms

In the spring of 2014, Chatham University updated signage on several bathrooms across campus which indicate those facilities as gender non-specific. Almost every building on Chatham's property now has a gender neutral option. Our hope is that these changes will allow for increased inclusivity of students, faculty, staff and visitors. Gender neutral bathrooms are located in the Athletics and Fitness Center, Anderson Dining Hall, Laughlin Music Center, Braun, Falk, Café Rachel, Dilworth, the Carriage House, Mellon Center, the Art and Design Center, Lindsay House, Berry Hall, Eden Hall Lodge and Woodland Hall (public area).

Howe-Childs Gate House 412-365-2906

The Howe-Childs Gate House is the official guest house of Chatham University and is located at the Woodland Road entrance on Fifth Avenue. Alumni, parents of current students, applicants and their parents, and other friends of the University may reserve rooms at the Gate House if the rooms are not otherwise needed by the University. The Gate House also offers meeting areas for the Chatham community. Please call or e-mail at gatehouse@chatham.edu for applicable rates and additional information.

Information Technology (IT) & Network Resources 412-365-1112

All students are provided with accounts to access network resources, e-mail, Moodle, and the CampusVue portal. The following campus resources are available to all students:

- **Laptop:** All incoming first-years receive a new MacBook Pro laptop computer. Use of the laptop will be integrated into the curriculum and enable the students to access the Chatham network via Wi-Fi areas throughout campus.
- **Network Access:** Each residence hall room is equipped with network access (students must register with IT and be ResNetted to access), and has a 24-hour computer lab available. All academic buildings are equipped with wireless access points.
- **Network Printing:** Each student is given 3600 pages of paper per year for printing.
- **Computer Labs** are located in the following areas:

Buhl 28	Coolidge 42
Buhl 236	Library
Braun Media Lab	Chatham Eastside: Mezzanine
Eden Hall Campus Lodge	Chatham Eastside: Second floor quiet area
- **MyChatham:** My.Chatham.edu, the University intranet, is the gateway to your Chatham information needs. The intranet is a web site that allows you enhanced access to web-based information and to facilitate communication within the Chatham community. MyChatham also provides you with secure login access to many Chatham tools and resources.
- **U-Drive:** The U Drive is a network folder on which you can store up to 100 MB of information. This can be accessed on any campus computer but not from off campus.
- **Moodle:** Moodle is a web-based Learning Management System for courses offered at Chatham. Professors upload materials for their courses on Moodle for students to view, download, submit, or discuss information. Use your regular Chatham username and password to login to Moodle. To access Moodle, log onto myChatham or <http://moodle.chatham.edu>.
- **Campus Portal** is a web-based program which allows students to access their student information, including student accounts and online registration. Please visit <http://portal.chatham.edu> to access the campus portal. The same username and password used to log on to the campus network and e-mail should be used to log on to the campus portal. If you have any problems accessing the portal, please contact the Helpdesk at 412-365-1112. If you encounter errors in your student information, please contact Student Accounts at 412-365-2797.
- **E-mail:** As soon as your student account is created, you have a Chatham e-mail account. This account is your username@chatham.edu and you can access this from any computer that has Internet. We recommend that you check your e-mail often as all information from Chatham will go through this e-mail account.

- **Atomic Learning** is an online software training resource for faculty, staff, and students. Atomic learning provides training on over 110 of the most commonly used software applications, such as Microsoft Office, Adobe Creative Suite, Moodle and many more.

Lockers

- **Athletics and Fitness Center (AFC) Lockers:** Users wishing to purchase term locker privileges may do so on a first-come, first-serve basis. The cost is \$40 per term for a full locker and \$20 per term for a small locker. The user will be issued a lock from the director of the AFC. Personal locks may not be used for term pass. Students, faculty, and staff may use the designated day lockers at no cost. Locks may not be left on day lockers overnight. All lockers must be cleaned and locks turned into the director of the AFC at the conclusion of the academic year. Any remaining items will be discarded.
- **Falk Hall and Woodland Hall Lockers:** Lockers are located in the Falk Student Lounge and in Woodland Hall, by Student Affairs and the Help Desk; these are designated for commuter students to lighten the load of items they need to carry back and forth to campus. These lockers are free of charge on a first-come first-serve and semester-semester basis. All students must supply their own lock and will be designated a specific locker to use for the remainder of the semester. We do request that at the end of each semester all personal items (including the lock) be removed from the locker. Any remaining items will be discarded. If you are a commuter student and would like to use a locker, please contact the Office of Student Affairs at 412-365-1286 or osa@chatham.edu

Lost and Found

Lost or found items may be posted on myChatham under CU Lost and Found, located in the middle of the homepage. Each posting includes the name of the item, a brief description, and the contact information of the individual posting the item.

Ricoh Copy Center. 412-365-1108

The Copy Center’s production services include printing or copying in black & white and color, as well as numerous finishing options. For a copy of the price list or any additional information, send an e-mail to ricoh@chatham.edu.

Copy Center Locations

- Library First Floor: Pay Machine
- Library Basement: Pay Machine
- Library First Floor Lab 101
- Library First Floor Lab 103
- Coolidge Basement
- Chatham Eastside Second Floor Quiet Lounge

Post Office 412-365-1270

The Chatham University Post Office, located in Mellon Center below Anderson Dining Hall, receives incoming mail and packages daily. When you arrive on campus, please visit the post office to be assigned a mailbox.

To ensure efficient delivery of your mail, please use this address for mailings to your Student Mailbox Number (SMB#):

Chatham University Mailroom
Your Name, SMB#
0 Woodland Rd
Pittsburgh, PA 15232

Please double check the address before finalizing online orders. If the service you order from online requires a number please only use 1 Woodland Road. Any other number will result in a delay in your mail delivery.

The post office can accept packages for you, and will hold them for you to pick up. You can only pick them up while the post office is open, but you can check your mailbox for letters outside of regular business hours.

The Post Office stocks all UPS supplies such as boxes, air bills, envelopes and packs, and USPS stamps and supplies. Stamps can be supplied in a variety of increments, but due to USPS regulations, USPS stamps cannot be charged to a Chatham account. Post Office hours are Monday-Friday 8:30 a.m.-5:00 p.m.

Public Safety 412-365-1230

The Chatham University Public Safety Department, located in Rea Garage, is in charge of all aspects of campus safety and security. Your safety as a member of the Chatham community is one of the University's primary concerns. We are proud of our safety record; however, no campus is totally crime free. Please keep in mind that maintaining a safe and secure campus is a joint effort between the department and the community. Community members are encouraged to report all crimes and public safety related incidents to the campus police in a timely manner.

- **E2 Campus Alerts** is a mass-notification system that allows the University to instantly reach students, parents, faculty, and staff via their mobile phone, pagers, e-mail, web browser and other wireless data devices. This voluntary service allows Chatham to provide instant text messages to campus constituents in case of emergency, class cancellation or traffic alert. Sign up for this service on myChatham at <http://my.chatham.edu/mymenu/e2c/index.cfm>. The Chapel carillon also uses an audible alert system in case of emergency. For more information visit the Public Safety section on myChatham.
- **SafeRider** provides safe transportation during the evening and early morning hours when special, non-emergency needs arise for Chatham students, faculty, and staff. Call 412-648-CALL (2555) for your safe ride.

Student Health Insurance 412-365-2797

Chatham University requires all full time students to carry health insurance. Students may provide proof of existing coverage or choose to enroll in the Student Health Insurance Plan by the end of the add/drop period of the term. The University partners with UPMC Health Plan, providing students with network coverage at those medical facilities closest to the campus. Student Health Insurance is handled through the Office of Student Accounts in Braun Hall.

The Student Health insurance that is offered is not only affordable and easy to use but includes:

- Preventative care
- Coverage for all types of injuries, including sports and exercise injuries
- My Health, an online health promotion program
- eBenefits for online management
- Out-of-area coverage while traveling

Information about the health insurance requirement, the Student Health Insurance Plan, and the waiver process is mailed to all full time students upon registration. Students registered at full time status who would like to enroll in the Student Health Insurance Plan may do so by accessing the “Student Health Insurance” link on myChatham and completing the online enrollment process. Health insurance cards will be mailed to all enrolled students following the completion of this process. Students who complete enrollment prior to Friday, July 17 will have cards issued to them no later than August 1 (the effective date of coverage).

A pending charge for the health insurance premium will be placed on the student account upon registration at full time status. If the student has alternate coverage and completes the online waiver by the waiver deadline of September 8, an offsetting credit will be posted to the student account. *Any full time student who does not complete the waiver process by September 8, will automatically be enrolled in the Chatham Student Health Insurance Plan, and will be responsible for all premium amounts charged to their student account.*

Student Activities Spaces 412-365-1286

Carriage House

Serving as the central student activities hub of Woodland Road, the Carriage House is located proximally to Mellon Center and Anderson Dining Hall. Here, students and student organizations can find the Office of Student Activities, a variety of recreational spaces, lounges, and other fun amenities to keep them busy and entertained.

Café Rachel

In need of caffeine or a place to meet up with friends after class? Head to Café Rachel for a snack! All items sold at the Café are available through meal equivalence dining plans, and there’s a great view into the Chatham University Art Gallery.

Campbell Memorial Chapel

The Chapel hosts Opening and Closing Convocation, choir and music recitals, and Chatham’s traditional holiday Candlelight. When not in use by the Chatham choir, the Chapel makes a great meeting and practice space for group performances.

Eden Hall Campus

EHC is full of a variety of indoor and outdoor spaces for students to enjoy – from the Hida M. Willis Amphitheater to the Dairy Barn Café to a number of walking trails. Be sure to utilize the student hangout space and exercise equipment in the Lodge!

Eddy Theatre

From large speaker presentations to the talent show, Drama Club performances to Battle of the Classes, the Eddy Theatre hosts them all! Students should definitely become familiar with this event space throughout their time at Chatham.

Gateway Student Lounge

The Gateway Student Lounge is located in the basement of Mellon and is accessible during normal business hours. This lounge has a desktop computer, couches, study tables, and a refrigerator. This is a great place to relax between classes or meet with your study group. This lounge is open to all Chatham Students. This is a great place to relax between classes – it's even got a zen garden! – or meet with your study group.

Falk Student Lounge

The Falk Student Lounge is located in the Falk academic building and is accessible during normal business hours. It is a great place to relax between classes and warm up your lunch. Vending machines are available.

Rea Coffeehouse

Revitalized for a new generation of Chatham students, Rea Coffeehouse is a site of vibrant Chatham history. Be sure to visit for a Coffeehouse Series event, to keep in touch with the Resident Assistant staff, or even just to read messages from Chatham students of the past!

Transportation

Parking at Chatham

All students parking on campus must apply for, obtain, and display a valid parking permit or valid visitor pass throughout the year. All Chatham University community members are eligible to purchase a parking permit and must complete an online parking permit application on myChatham. Permits are non-refundable after the add/drop period of each term. **Note:** There are a limited number of permits issued for Chatham Eastside students. Parking regulations may change from year to year.

- Parking on campus Monday through Friday between 8:00 a.m. and 5:00 p.m. requires a valid parking permit or visitor pass in the following lots: Library/Eddy Theatre, Buhl Terrace, Chapel Hill (faculty/staff only), East Lots, Berry Hall, Betty Drive, Fickes, and Chatham Eastside. **Note:** During interim and summer terms some lots on campus may be designated for “Open Parking” (no permit required). Specific information regarding “Open Parking” will be provided via a campus e-mail memo prior to the start of these terms.
- Chatham Eastside parking permits are sold on a first come, first serve basis and at a very limited number. We encourage students to park on main campus and use the free Chatham shuttle.
- Students who live on Fifth Avenue will have to have a Fifth Avenue sticker. Students who live at Hickes Estate or Haber need an HE sticker or H sticker.
- Visitor passes are not required for vehicles parking on campus between 5:00 p.m. and 8:00 a.m. Monday through Friday and all day on weekends and holidays.
- Visitor passes cannot be used at the apartments on Fifth Avenue and where restricted by sign and in accordance with posted time limits.

- Visitor parking spots are for **visitors** only. Students are not allowed to park in these designated spots.
- Parking is prohibited as follows: in fire lanes, on walkways, blocking entrances, exits, driveways or loading docks, double parking (except as directed by a parking attendant), in areas restricted by posted signs, in visitor areas (without valid visitor parking passes), improper parking (out of parking lines), obstructing traffic as well as two hour visitor areas (beyond two hours and/or community members).
- Handicap parking is marked and available in all campus lots.
- Disabled license plates or placards must be displayed at all time on vehicles parked in disabled spaces.
- Community members who obtain a letter from their physician outlining the need for temporary disabled parking, including start and end dates, are eligible to receive a temporary disabled permit form the Public Safety Department for up to 90 days.
- Visit www.chatham.edu/campuslife/services/publicsafety/parking.cfm for more information.

Shuttle Service

The Chatham Shuttles travel regularly to Chatham Eastside in East Liberty, the University of Pittsburgh, and Carnegie Mellon University. Chatham Shuttle Service is free for Chatham students, faculty, and staff. Through a special agreement with the University of Pittsburgh, all Chatham students are permitted to ride University of Pittsburgh buses and shuttles and share SafeRider privileges with proper Chatham ID.

- **The Chatham Eastside Shuttle** loops approximately every 20 minutes from 7:00 a.m. to 11:00 p.m., Monday through Friday. Stops are located at the Howe-Childs Gate House, Chapel Hill & Woodland Road, and the Chapel turnaround.
- **The Eden Hall Shuttle** will transport students to and from Eden Hall Campus for classes and other events. For more information and a detailed schedule of the Eden Hall Shuttle, students can contact the Office of Public Safety at 412-365-1274.
- **The Oakland Shuttle** stops at Bigelow Blvd. near the Cathedral of Learning and at the CMU turnaround on Forbes, and loops from 7:00 a.m. to 3:00 p.m. Monday through Friday. Stops are located at the Howe-Childs Gate House, Chapel Hill & Woodland Road, and the Chapel turnaround.
- **Pitt Shuttle Access:** With your Chatham ID you can access any of the Pitt shuttle with service throughout Oakland and the South Side. For the most up-to-date schedules check online at www.pc.pitt.edu/transportation/routes.html.
- **Shuttle Service to Grocery Stores and Shopping Centers:** Working in partnership, the Office of Student Affairs and Public Safety sometimes provide students with the opportunity to take the Chatham Shuttle to a variety of shopping centers, malls, and local stores. Contact Student Activities at 412-365-1281 for a current schedule.
- **Live Shuttle Tracker:** Access www.chathamshuttles.com for a live-time update on the location of any active Chatham shuttles. iOS and Android apps are also available for download.

Bike Works: Shadyside and Eden Hall campuses

Chatham Bike Works is available to all Chatham biking community members. Located in the basement of Woodland Hall, Bike Works offers shop hours and monthly “hands-on” workshops that focus on basic maintenance skills, on-the-road repairs, how to ride safely, etc. Contact the Office of Sustainability at sustainability@chatham.edu for more information or to schedule an appointment.

Port Authority

All Chatham students, faculty and staff may use their Chatham ID to board any Port Authority bus, light rail vehicle or the Duquesne and Monongahela Inclines for free, providing unlimited rides to downtown Pittsburgh and throughout nearly all areas of Allegheny County. <http://www.portauthority.org/paac/>.

SafeRider

SafeRider, a collaborative partnership with the University of Pittsburgh, provides safe transportation during the evening and early morning hours when special, non-emergency needs arise for Chatham students, faculty, and staff. Call 412-648-CALL (2555) for your safe ride.

Zipcar

Zipcar provides its members with all of the freedom of having a car, without all of the negative aspects of vehicle ownership like maintenance or paying for car payments, gas and insurance costs. Members enjoy 24/7 self-service access to the two cars located on Woodland Road and at Chatham Eastside, as well as the 40 cars in Pittsburgh and the 6,000 cars worldwide. As a member of the Chatham community you have access to a discounted membership rate to Zipcar. Find out more at www.zipcar.com/cmchat.

Academics

Academic Affairs 412-365-1157

Here you'll find the basics regarding important academic dates and resources. For more specific information on things like grades, class standing, GPA criteria, and Chatham University's Academic Integrity Procedure, consult the Course Catalog (available online).

Academic Calendar

Fall Term 2015

Sunday, August 30	Opening Convocation
Monday, August 31	First day of classes
Monday, September 7	Labor Day: classes in session
Tuesday, September 8	Add/drop period ends: <i>14-week session, first 7-week session</i>
Monday, October 5	Last day to withdraw: <i>first 7-week session</i>
Mon-Tues, October 12-13	Long Weekend: <i>no break for 7-week courses</i>
Monday, October 19	Last day of classes: <i>first 7-week session</i>
Wednesday, October 21	First day of classes: <i>second 7-week session</i>
Monday, October 26	Last day to submit grades: <i>first 7-week session, before 12:00 noon</i>

Wednesday, October 28	Add/drop period ends: <i>second 7-week session</i>
Tues-Fri, November 3-13	Registration for spring, Maymester, and summer 2016
Monday, November 9	Last day to withdraw: <i>14-week session</i>
Tuesday, November 24	Last day to withdraw: <i>second 7-week session</i>
Wed-Sun, November 25-29	Thanksgiving break: <i>no classes</i>
Saturday, December 12	Last day of classes
Mon-Thu, December 14-17	Final Exams (grades are due within 48 hours of exam)
Friday, December 18	Last day to submit grades: <i>14-week session, second 7-week session, before 12:00 noon</i>
Friday, December 18	Commencement
Monday, December 21	Late registration for spring 2016 begins
Thursday, December 31	Degree conferral for fall 2015 graduates

Spring Term 2016

Monday, January 4	First day of classes
Monday, January 11	Add/drop period ends: <i>14-week session, first 7-week session</i>
Monday, January 18	Martin Luther King Day: <i>no classes</i>
Monday, February 8	Last day to withdraw: <i>First 7-week session</i>
Monday, February 22	Last day of classes: <i>first 7-week session</i>
Tuesday, February 23	First day of classes: <i>second 7-week session</i>
Monday, February 29	Last day to submit grades: <i>first 7-week session, before 12:00 noon</i>
Tuesday, March 1	Add/drop period ends: <i>second 7-week session</i>
Sun-Fri, March 6-11	Spring Break: <i>Saturday classes meet 3/12</i>
Tues.-Fri, March 15-25	Registration for fall 2016
Monday, March 21	Last day to withdraw: <i>14-week session</i>
Saturday, March 26	Easter weekend: <i>No Saturday classes</i>
Monday, April 4	Last day to withdraw: <i>second 7-week session</i>
Tuesday, April 12	Closing Convocation
Monday, April 18	Last day of classes: <i>14-week session, second 7-week session</i>
Wed-Sat, April 20-23	Final Exams (grades are due within 48 hours of exam)
Wednesday, April 27	Last day to submit grades, before 12:00 noon

Maymester 2016

Monday, April 25	First day of classes
Wednesday, April 27	Add/drop period ends
Friday, April 29	University Day and Bucket & Blossom: <i>Classes in session</i>
Friday, May 6	Last day to withdraw
Friday, May 13	Last day of classes
Friday, May 13	Last day to submit grades, before 12:00 noon
Monday, May 16	Commencement

Academic Resources

On-site resources at Eden Hall Campus are being developed. In the interim, students can contact the offices below.

JKM Library 412-365-1670

Jennie King Mellon Library offers a variety of reference services to assist students, faculty, and staff to support all informational needs.

- **Reference Desk:** The Library Reference Desk is located on the first floor of the Jennie King Mellon Library. Help is available every hour that the library is open to assist researchers with inquiries ranging from factual questions to complex research topics. The reference staff also offers individualized research consultations. Research consultations are an excellent opportunity to get individualized help from a reference librarian in finding and using reference books, electronic databases, the library's online catalog and other resources.
- **Telephone & E-mail Reference:** The Library provides reference service via both telephone and e-mail. The Reference Desk can be contacted at 412-365-1670 or by e-mail at jkmref@chatham.edu.
- **Instant Messaging Reference:** Instant message with a librarian via the Ask a Librarian chat box on our website at library.chatham.edu, or contact a librarian through AIM, Yahoo, Gchat and MSN instant messaging services (screenname: JennieRef). For more information and for instructions using these products, please visit <http://olive.chatham.edu/screens/IMrefpage.html>.

Programs for Academic Access, Confidence, and Excellence (PACE Center) 412-365-1523

Academic Support Services and Services for Students with Disabilities

The University's PACE Center – Programs for Academic Access, Confidence, and Excellence – is located on the third floor of the Jennie King Mellon Library. PACE provides academic support services that help students maximize their academic achievement at Chatham. A comprehensive network of individualized and interactive services is designed to help students facing academic challenges. All PACE services are available at no additional cost to students.

Academic Support Services

- **Academic Skill Building:** including workshops, individual sessions, and Transitions: Essential Skills for Academic Achievement at Chatham, a one credit course
- **Academic Coaching:** providing ongoing assistance for students seeking help with time management, procrastination, and other issues
- **Tutoring and Supplemental Instruction (SI):** including individual and group sessions offered by graduate students and trained peers
- **Writing Labs:** offering one-on-one assistance with all phases of the writing process by our professional writing specialist and trained graduate writing mentors

Services for Students with Disabilities

The PACE Center also coordinates the provision of reasonable academic accommodations and services for students with documented disabilities, in accordance

with the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations are determined on a case-by-case basis after a review of the student's documentation and a personal interview.

Accommodations may include, but are not limited to:

- Alternate text formats, including audio, Braille, and electronic versions
- Distraction-limited setting for testing
- Extended time for testing
- Note-taker services
- Screen-reading software, including Kurzweil 1000 and Kurzweil 3000
- Sign-language interpreting services
- Voice-to-text software

PACE offices are conveniently located on the third floor of the Jennie King Mellon Library. Students are welcome to drop by or to contact us by phone or by e-mail at PACE@chatham.edu.

Office of International Affairs 412-365-2714

Chatham University believes that providing students with a strong global perspective is critical as the world becomes ever more technologically and economically interconnected. Our commitment to internationalizing the campus has an across-the-curriculum approach—providing curricular and co-curricular experiences on campus and abroad and involving all students regardless of major.

The Office of International Affairs provides learning opportunities and services that foster cross-cultural awareness, facilitate intercultural communications, and enhance knowledge of world cultures and societies.

- **Study Abroad:** The Chatham Abroad program offers eligible Chatham sophomores the experience of international study and travel as an integral part of their Chatham degree program. Chatham Abroad includes a series of academic courses focused on interdisciplinary topics, taught by Chatham faculty during the Maymester term. The courses, topics, and foreign sites vary from year to year, depending on faculty interests and experiences, the global economy, and current international political conditions.
- **Global Focus program:** The Global Focus program at Chatham University concentrates on one region of the world each year to enable the University community to engage in a comprehensive study of the region through coursework, class assignments, campus events, community activities, co-curricular programs and service learning projects. For more information call 412-365-2924 or visit www.chatham.edu/globalfocus.

Chatham Outreach Centers

A Chatham education is supported by our “pillars of excellence” – women’s leadership, environmental awareness, and global understanding. Representing the strengths of our world ready students, these attributes are woven throughout the curriculum and are championed by our centers and institutes. Housed on Chatham University’s campuses, each center interacts with the campus community and the surrounding region and sponsors events open to all throughout the year.

- **Chatham University's Women's Institute**, in keeping with the University's leadership and historic commitment to women and women's issues, was established in 2014. The mission of the Institute is to help overcome and eradicate the social inequalities facing women, and to advance women's excellence through education, research, and outreach in areas of modern-day social concerns. Its purpose on campus is to ensure the thoughtful continuation of the resources and expertise we have – and will continue to have – in enhancing education for women and gender equity in all aspects of campus life and academics. The Institute will assist in coordinating the efforts of the Center for Women's Entrepreneurship at Chatham, the Pennsylvania Center for Women and Politics, and other campus events.
412-365-1446, womens-institute@chatham.edu
- **Center for Women's Entrepreneurship at Chatham (CWE)** focuses on shortening the learning curve to success by providing hands-on, cutting edge practical programs specifically for women business owners.
412-365-1253, womens-entrepreneurship@chatham.edu
- **Pennsylvania Center for Women and Politics (PCWP)** is the first to focus specifically on women's political involvement in Pennsylvania through its mission of education, public service, and research.
412-365-1878, pcwp@chatham.edu
- **Office of Sustainability:** Chatham University's Office of Sustainability is the administrative home of all campus sustainability projects. This office works to initiate change on campus with the hope of moving Chatham to carbon neutrality.
412-365-1686, sustainability@chatham.edu
- **Eden Hall Campus (EHC)** is proud to provide outreach events to a number of local schools and organizations as well as its many neighbors in the surrounding community. These events are created and implemented by Kelly Henderson, sustainability and education coordinator, and Angie Jasper, director of cultural and community events.
412-365-2416, khenderson@chatham.edu; 412-365-1375, ajasper@chatham.edu
- **The Fourth River** features writing and art, as well as provides links to valuable writing resources, publisher web pages, contest sponsors and other literary sites. The site encourages free speech and welcomes literary critique, social/environmental commentary, and may be used as an unbiased sanctuary for naturalistic writers.
<http://fourthriver.chatham.edu/>

Co-Curricular Experiences and Activities

Office of Student Affairs and Dean of Students . . . 412-365-1286

The Office of Student Affairs coordinates co-curricular aspects of both undergraduate and graduate student life. The objective of this office is to provide a cohesive program of activities and services to enhance the overall quality of campus life across our three University locations – Woodland Road, Chatham Eastside, and Eden Hall Campus. The Office of Vice President of Student Affairs and Dean of Students is available to discuss confidential personal matters and to provide guidance to individual students in identifying, articulating, and resolving problems.

If at any time throughout the year you are having concerns, please call us at 412-365-1286, e-mail osa@chatham.edu, or stop by the Office of Vice President of Student Affairs and Dean of Students on the first floor of Woodland Hall.

Vision Statement

Student Affairs will be a model division characterized by student centered and innovative programs that exceed students' expectations while increasing student retention.

Mission Statement

Student Affairs' mission is to work in a collaborative spirit with the campus community to encourage the learning and success of all Chatham University students through student-centered values, actions and outcomes.

Community Core Values

We Value . . .

- Students as our central focus
- Honesty, integrity, professionalism and ethics above all else
- An environment that celebrates diversity, inclusiveness and respect for individual differences
- A competitive spirit where everyone is challenged to give their best for a common cause
- Feedback and constructive criticism to improve our level of service
- A balanced workplace that focuses on health, personal well-being and flexibility

We Offer . . .

- Opportunities for students to develop social, leadership, organizational, and interpersonal skills
- A platform where students can initiate personal ideas and programs
- An engaged staff who listens, cares and can empathize with students and their personal situations
- A supportive and challenging environment that enhances students' intellectual growth and development of practical skills
- A venue for students to gain transferable skills to assist them in their future career endeavors

We Strive . . .

- To serve the campus as a central point of student interaction both inside and outside the classroom
- To remain committed to Chatham and its mission initiatives
- To offer a collaborative work environment among departments with a focus on teamwork, open communication and shared goals
- To gain knowledge and a greater understanding of the human culture and our personal and social responsibilities in a democratic society
- To remain humble, reflective and focused on achieving our goals and living the Student Affairs mission and vision in all of our actions

Co-curricular Experiences and Activities

The campus life program of the University is designed to offer students a variety of social, cultural, educational, recreational, and civic engagement opportunities to enrich each student's collegiate experience. We engage students with activities that build their world-readiness, highlight potential career pathways, present new opportunities for professionalization, and teach civic-mindedness and democratic responsibility. Staff members provide support for all student-sponsored organizations and activities, encouraging students to assume leadership in the out-of-classroom setting.

We don't just expect you to live the mission – we do, too! We are proud to note that our campus efforts have been nationally recognized by a number of external organizations – we have been named a NASPA LEAD Institute for our civic learning and democratic engagement efforts, granted membership on the President's Community Service Honor Roll for the past five years, been recognized as a Military Friendly School by Victory Media and a Top Military-Friendly University by Military Advanced Education (MAE), and recently received a second NCAA CHOICES grant to help educate our students and foster a safe, healthy, campus community. We hope you view these honors with pride and, as we do, allow them to motivate you to become even more involved in your campus and surrounding communities.

The Office of Student Affairs advises the following student organizations:

- **Chatham Undergraduate Student Government (CSG)** is the governing structure that provides an orderly method of government that is representative of all undergraduate students. The CSG Board advocates for the concerns, interests, needs and welfare of the undergraduate student body at Chatham University.
- **Class Officers:** Each class has several officer positions which are re-elected each academic year. See position descriptions below and contact the Office of Student Affairs if you are interested in running for a position.
 - **President:** The Class President is the leader of the class. Each Class President also serves on the CSG Executive Board and is responsible for chairing one committee and holding four office hours a week. Each president works with class officers to plan class events and Battle of the Classes (BOTC) activities. Class Presidents may be called to speak at and attend campus-wide events representing their respective classes.
 - **Vice President:** In addition to serving as a Senator in CSG, the Class VP is responsible for aiding the president's plan and executes all class events and BOTC activities.
 - **Secretary/Treasurer:** In addition to serving as a Senator in CSG, the Class Secretary/Treasurer is responsible for maintaining communication within their class and keeping all monetary records.
 - **CSG Representatives:** Each Class Representative expresses their classes' voice and opinion to the Student Senate as a Senator.
- **Graduate Student Assembly (GSA)** - The Graduate Student Assembly is the governing board for the graduate student body. GSA strives to work with student representatives from each graduate program to represent graduate students with the University administration, initiate social and educational programs, and oversee a GSA budget.

- Socials: Once a term, GSA sponsors an off-campus social somewhere in the city of Pittsburgh. These socials are open to all graduate students and are a great opportunity to meet students from other programs over food, drinks, and fun!
- Mug Club: A monthly social event held at the Chatham Eastside for graduate students to relax and enjoy pizza and beverages. It's a great way to meet other students and take a break between classes.
- The following is a list of current graduate student organizations. If you don't see what you're looking for, contact the Office of Student Activities at 412-365-1281 for more information on how to start a new student club or organization.
 - Blue Key Honor Society
 - Graduate Student Assembly
 - Master of Fine Arts (MFA) Writing Council
 - Omicron Delta Kappa Honor Society
 - Student Chapter of American Society of Landscape Architects (ASLA)
 - United States Green Building Council (USGBC) Student Chapter

The Office of Student Affairs coordinates the following programs and services:

Career Pathways Speaker Series (CPSS)

Bringing you in touch with some of the most dynamic and innovative experts to visit the Pittsburgh area, CPSS is a program that shows you new ways to think about your chosen career path. The series runs from October to April and highlights one speaker per month – Chatham faculty and staff will nominate students to attend each lecture based on their major of study and areas of interest. If chosen, you can pick up your complimentary ticket from the Office of Student Affairs in Woodland Hall. Once you've attended the lecture, meet up with the Assistant Dean for Career Development to get some one-on-one career coaching and talk about any thoughts that the lecture inspired.

Co-Curricular Transcript



The Co-Curricular Transcript is a comprehensive record of a student's leadership experiences, and campus involvement while a student at Chatham University. It is a supplement to their academic transcript. The Co-Curricular Transcript is a valuable tool for preparing a resume and can be shared with prospective employers and graduate or professional school admissions committees. Also, it is a good document for students to use in reviewing co-curricular activity goals throughout the college experience. Work with the Office of Career Development for

contents of your co-curricular transcripts.

Cultural and Diversity Programming

- **Awareness Months:** Awareness Months offer a series of Diversity Awareness and Celebratory months which generate awareness and appreciation of diverse cultures, challenge stereotypical perceptions of diverse populations, and assist Chatham University in embracing the diversity of its campus community.

- **Chatham at the Cultural District Series:** This series provides students with the opportunity to experience and enjoy the rich culture of Pittsburgh. Each term a variety of events are organized to visit art museums, see shows and performances and take part in other cultural events throughout the city and surrounding area.
- **Beyond Campus:** There are a variety of attractions, and services in the local and surrounding Pittsburgh area such as shopping, museums, theatres, parks, bookstores, groceries, pharmacies and churches. For a complete listing and contact information go to www.chatham.edu/campuslife/beyond.cfm.
- **Pittsburgh Resources:** We encourage students to explore Pittsburgh on their own outside of off-campus events and activities hosted by the University. Feel free to stop by the Office of Student Affairs for information on bus routes, city attractions and sightseeing, and more! There are also some great resources online for finding fun activities on a budget – try livingpittsburgh.com or visitpittsburgh.com today.

Family & Friends Services

Research has shown that parental involvement in a student's college experience directly affects their academic and personal success. At Chatham we offer several opportunities for parents to get involved and stay connected with their student throughout the year. For information on any of the Family and Friends services offered at Chatham, please visit www.chatham.edu/family/.

- **Chatham University Parents' Council** is a volunteer organization that promotes goodwill and communication between the University and among parents and families. Members of the Parents' Council serve as Chatham ambassadors to promote the University mission and enrich the student experience. We are looking for parents who are enthusiastic about Chatham and are willing to commit their time to working with Chatham administration to make the best university for all of our students. For more information on the Parents' Council or how to get involved, please contact the Office of Student Affairs at 412-365-1286 or osa@chatham.edu.
- **Family and Friends Weekend**, traditionally held in October, provides an opportunity for family and friends to visit their students and experience the social, cultural, and recreational opportunities that Chatham and the Pittsburgh area have to offer. Information about Family & Friends Weekend is available at www.chatham.edu/family/weekend.
- **Family & Friends Newsletter:** This monthly e-newsletter provides family and friends with a glimpse of the events and activities that are available to their student at Chatham as well as information regarding important campus dates, tips, and advice.

Multi-Faith Council (MFC)

The Multi-Faith Council consists of representatives from spiritual and religious organizations in the Pittsburgh area that advise and assist Chatham University in serving the spiritual and religious needs of its student community. Membership in MFC is at the invitation of Chatham University.

MFC Members

- Chabad on Campus, Shmuel Weinstein, shmuel@chabadpgh.org; Sara Weinstein sara@chabadpgh.org
- East Liberty Presbyterian Church, Wil Forrest, wil@coh.net
- First Trinity Lutheran Church & Lutheran Student Fellowship (LCMS), Rev. Eric Andrae, EricAndrae@gmail.com
- F.O.C.U.S. and Ryan Catholic Newman Center, Father Joshua Kibler, frjoshua@pittsburghhoratory.org
- Islamic Center of Pittsburgh, Imam AbduSemih Tadese, imamabdusemee@gmail.com
- Lutheran Campus Ministry in Greater Pittsburgh Evangelical Lutheran Church in America, Brian Bennett, rev.bbennett@gmail.com
- Shadyside Presbyterian Church and Coalition for Christian Outreach (CCO), Katherine Ey, key@ccojubilee.org

Other Spiritual Opportunities in Pittsburgh

- Episcopal Church of the Redeemer
- First United Methodist Church
- Hindu Jain Temple
- Hillel Jewish University Center of Pittsburgh
- Pittsburgh Buddhist Center
- The Religious Society of Friends

Prayer Room

On the lower level of Braun Hall (Room 004), there is a multid denominational prayer room open 24 hours. The space was established in 2011 and features prayer mats, religious texts and distinct hours for genders. For more information contact the Office of Student Affairs.

Student Leadership Programs

The Office of Student Affairs is committed to helping students discover and develop their abilities to lead themselves, their organizations, and their community. The Chatham leadership experience is designed to develop leaders who are socially, intellectually, spiritually, and physically self-actualized, who are grounded in ethics, and who will work courageously to improve the lives of others.

- **Financial Wellness Workshop:** Finances are the second-most stressful influence on college students, but they don't have to be! This 10-week series explores the "personal" in personal finance: how your relationship, habits and attitudes about money, credit, debt, spending, and saving can shape your future.
- **Wilderness Expedition:** Students attend a guided wilderness adventure that teaches leadership and group development. Students are challenged to work as a team to accomplish tasks and to learn the practice of environmental stewardship.
- **E.L.I. (Emerging Leaders Institute):** Learn. Serve. Lead. Make the most of your time at Chatham! Learn how you can make a real difference in the world no matter what your interest or talents. We will build up your leadership skills particularly in the area of service, civic learning, and democratic engagement so that you are more

productive, effective and influential. Then, we will enhance your skills to make an impact on issues that matter to you. There is no better time than now to participate in ELI!

- **W.O.W. (Women of the World) Leadership Retreat:** W.O.W. is an annual leadership retreat developed by the Office of Student Affairs for all undergraduate and graduate women of Chatham University. Each year a different theme is chosen. Students are presented with educational sessions, teambuilding, and discussion in large and small groups, and the opportunity to improve the campus through using what they learn to make changes within the campus community.

Student Mentorship Programs

- **R.I.S.E. (Retain. Involve. Strengthen. Excel.):** A retention program designed to increase the academic success, professionalism and leadership skills of students of color at Chatham University. This program provides new (first year, transfer, and Gateway) students of color with a mentor, institutional support, and a series of co-curricular activities. Through regular monthly meetings, special events as well as semester retreats, members of R.I.S.E. will have the opportunity to learn and grow as contributing members of the Chatham community.
- **W.R.A.P. (World-Readiness and Professionalism):** The W.R.A.P. Mentorship Program is offered by the Office of Career Development to help prepare our students for the professional world. W.R.A.P. offers students – like you! – the chance to be matched with a professional mentor who will be a guide as you take the next step in developing your career path. The program is available to students at any phase of their college career, whether you’re looking to explore your interests, gain experience, or commit to and pursue professional goals.
- **Orientation Leader Program:** Orientation leaders are upper-class students selected to facilitate incoming students’ transition into the Chatham experience. They interact with students throughout the orientation process and continue to serve as mentors throughout the first six weeks of the term.

Student Newspaper (Communiqué). 412-365-1622

The Communiqué is Chatham’s student newspaper which contains campus news, information on events and activities, and local and national news of interest to the Chatham community. Members of the Communiqué staff can be reached at communiqué@chatham.edu.

The Communiqué Advisory Board meets monthly during the academic year and is made up of faculty, staff, and undergraduate and graduate students. For more information, contact the Vice President for Student Affairs and Dean of Students at osa@chatham.edu.

Chatham University Honor Code

Honor is that principle by which we at Chatham form our code of living, working, and studying together. The standards of honor at Chatham require that all Chatham students act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well-being of others. As citizens of the campus community focused on education, students must accept certain obligations that accrue by virtue of such citizenship. Consequently, students must adhere to community standards in accordance with the University's mission and expectations.

Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extent. In accepting admission to Chatham University, undergraduate and graduate students automatically agree to be personally responsible in all matters pertaining to honor and pledge to abide by those rules, which are considered by the community, as part of its Honor Code.

While the University articulates specific community standards, both academic and social, the Honor Code is maintained through the acceptance of personal responsibility by each community member in their on and off campus behavior. This code has been established in order to protect a specialized environment conducive to learning which fosters shared responsibility, integrity, academic success, personal and professional growth, and responsible citizenship.

The Honor Pledge

During Orientation, each new member of the Chatham student community will be required to recite the Honor Pledge. The pledge states: "Realizing the trust placed in me, I affirm my faith in the individual and in personal integrity and I assume the responsibility of maintaining the tenets of the Honor Code in all attendant matters." A copy of the pledge will be provided to each student.

Jurisdiction of Chatham University generally shall be limited to conduct which occurs on the Chatham University premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action against students for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities.

Zero Tolerance for Violence

Chatham University supports all efforts to prevent violence on campus. Any violation of another person's rights, including but not limited to physical or verbal threats, mental abuse, intentional libel, slander, physical harm or the harassment of another person will result in the campus taking the necessary and appropriate action to protect the safety and wellbeing of the campus community. Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempts and/or threats will result in the immediate removal of the student from the college setting and potential expulsion. Mental health conditions, the influence of drugs or the use of alcohol will not diminish or excuse a violation of the Student Honor Code.

Presidential Interim Suspension

When the actions of a student threaten the order of the University, the President reserves the right to impose an interim suspension of the student, pursuant to the Chatham University Student Honor Code, pending a prompt hearing by the University Student Conduct Board, criminal proceedings or medical evaluation.

The President also reserves the right to determine whether the student may or may not remain on campus property pending the completion of the hearing process. The interim suspension shall become immediately effective without prior notice whenever the continued presence of the student at the University poses a substantial and immediate threat to her/himself or to others or to the stability and continuance of normal University functions.

1. The Vice President for Student Affairs/Dean of Students initiates a presidential interim suspension by providing the president with information of: (a) the events causing the threat to exist; (b) the name of the student and actions allegedly violating the University Student Honor Code (c) a statement of the conduct allegedly violated by the student.
2. The vice president for student affairs /dean of students will immediately notify the student of the presidential interim suspension. The University Student Conduct Board will subsequently notify the student of the need to schedule a preliminary conference and the regular student conduct process will proceed while the student is on interim suspension.
3. The student has the right to appeal a Presidential Interim Suspension in accordance with the Chatham University Student Honor Code Appeals process.

Conduct Standing

Any students with an active conduct file is not in “good conduct standing.” Students going through the University Student Conduct Board process and in process of completing sanctions are not in good conduct standing. Students not in good conduct standing may be prohibited from participating in formal campus processes, such as future course registration, future housing selection, and applying for or running for a campus leadership position. Students who fail to complete sanctions by the designated deadline will have an indefinite conduct hold placed against their student account by the Office of Student Affairs. Such students will not be able to resume formal University processes until they complete their conduct process.

Students who have been charged with Student Honor Code violations and completed assigned sanctions will be in good conduct standing.

Conduct for which students are subject to Student Honor Code sanctions falls into the following categories:

1. **Dishonesty directed toward a University official.** This includes but not limited to lying, cheating, or providing false reporting and/or information.
2. **Forgery, theft, misuse, or alteration or duplication without University permission, of any University property.** This includes, but is not limited to documents, records, computer software, keys, or the students’ illegal use of copyrighted materials over

the internet, in which case additional legal action may be taken against a student by the Recording Industry Association of America or the Motion Picture Association of America. The University will not shield students from such action and will comply with proper subpoenas.

3. **Unauthorized entry into University facilities or use of University facilities/equipment without proper authorization.** This includes entry into faculty or staff offices and other students' residences.
4. **Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.** This includes classrooms, offices and meeting areas or any intentional act to impair or prevent accomplishment of the mission, process, or function of the University.
5. **Mental or bodily harm to others which threatens or endangers the health or safety of any person.** Violation of University Policy on Sexual Harassment and Sexual Violence and violation of another person's rights including but not limited to the following:
 - a. intentionally inflicting mental or bodily harm upon any person;
 - b. attempting to inflict mental or bodily harm upon another person;
 - c. taking any reckless, but not accidental, action from which mental or bodily harm could result to another person;
 - d. causing a person to believe that the offender may cause mental or bodily harm;
 - e. sexual misconduct, including but not limited to sexual assault;
 - f. bullying, repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
 - g. stalking, repeated following or engaging in behavior with no legitimate purpose that puts another person reasonably in fear for her or his safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
 - h. coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g. hazing); This includes violations that occur via the internet, such as but not limited to instant messenger, via websites, via e-mail, or through online communities.
 - i. any act which threatens, intimidates, demeans, degrades, disgraces any person.
6. **Mental or bodily harm to self.** This includes behavior that is harmful to oneself including danger of suicide, self-mutilation, intentionally inflicting mental or bodily harm on one's self, taking reckless, but not accidental, action from which mental or bodily harm could result to oneself (e.g., abuse of alcohol or other drugs) or behavior that suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without assessment and treatment. When standard assessment is impossible because of the student's resistance, conduct review may proceed.
7. **Discrimination/Harassment.** Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, marital status or any other legally protected status.

8. **The unauthorized use, or the abuse, destruction, or theft of property of the University or of any of its members.** This includes property of external vendors, guests or neighbors of the University; or the “borrowing” of common property for personal use. This includes unauthorized use of the University computer server and University e-mail addresses when used in a manner that violates the Chatham University Honor Code. (See the “Computing Ethics Statement.”).
9. **Civil disturbance.** This includes conduct which involves disturbing the peace in conjunction with a civil disturbance in a lewd, indecent or disorderly manner on University property or at University sponsored or supervised activity.
10. **Creation of a fire, safety, or health hazard.** This includes intentionally initiating or causing to be initiated any false report or warning of a fire or other emergency.
11. **Ejection of any objects from windows, roofs, or balconies of University buildings.** This includes being present on the roofs of any University building.
12. **Embezzlement or procurement of any money, goods or services under false pretense.**
13. **Duplicating or tampering with computer access codes, or other such devices without proper authorization.**
14. **Unauthorized use of office long-distance phone lines, the computer system and/or computer access code.**
15. **Failure to comply with the written and verbal directions of University officials.** This includes directions of staff, faculty, public safety officers, and other law enforcement officers acting in performance of their duties. This includes, but is not limited to, the failure to identify oneself to any such persons when requested to do so and repeat traffic violations. This also includes staff at studying abroad programs for which the student receives academic credit.
16. **Failure to comply with University policies, rules or regulations.** This include but not limited to, those governing residence in University-provided housing, or the use of University facilities, of the time, place and manner of public expression.
17. **Failure to comply with policies, rules or regulations of local, commonwealth, and/or federal laws.**
 - a. Failure to comply with alcohol statutes.
 - b. Failure to comply with drug statutes.
 - c. Public arrest by a police department on or off campus.
18. **Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.**
19. **Possession or use of weapons, firearms, explosive or hazardous chemicals.**
20. **Misrepresenting oneself as a Chatham University affiliate at an on or off campus event to falsely solicit services.** This includes but is not limited to obtaining funds for a service project or a student organization fundraiser and using the funds for personal use.
21. **Aiding and Abetting.** Helping, procuring, or encouraging another person to engage in a violation of any offense.

The purpose of listing and publishing Conduct for which students are subject to Student Honor Code sanctions is to give students a general notice of prohibited conduct. However this is not meant to be an inclusive list of Honor Code violations as it is a violation to fail to comply with any University regulation.

Authority for Student Honor Code and Procedures

The Vice President for Student Affairs/Dean of Students is responsible for the overall coordination of the Student Honor Code and Procedures on behalf of the University. The Vice President authorizes the Assistant Dean of Students to directly manage the Student Honor Code and Procedures. In this role the duties include:

- a. Oversight of the University Student Conduct Board and the appointment of members. All previous members will hold over until new members are elected or appointed.
- b. Educating and advising members of the University community of the Student Honor Code and Procedures.
- c. Providing advice and assistance to the University Student Conduct Board and other appropriate University officials regarding student honor code matters.

Important Policies

Full details on the following policies and more can be found on our website at www.chatham.edu.

- Student Honor Code
- Drug & Alcohol
- Parking
- Residence Life
- Solicitation
- Sexual Harassment
- Bulletin Board
- E-mail
- Facility Usage
- Damage/Vandalism
- Cancellation of Classes
- Immunization
- Smoking
- Storage
- Title IX
- Weapons

Connecting with Students

The Office of Student Affairs has assigned particular staff members to serve as a liaison between particular student groups and the University in an effort to reach out and serve these students in the best way possible through regular communication and targeted programming and events. If students have any questions or need more information, contact the Vice President for Student Affairs/Dean of Students at zwaite@chatham.edu or 412-365-2794.

Targeted Student Groups

- Student-Athletes
- Commuter Students
- Out-of-State Students
- Transfer Students
- Gateway Students
- Graduate Students
- International Students
- Minority: Students
- On-Campus Residents
- Student Veterans and Military Students
- Student Residents with Families

Student Activities.....412-365-1281

The Office of Student Activities at Chatham University is committed to student involvement on Chatham's campus and in the community. The office provides quality programming, leadership, and community service opportunities to enrich students' out-of-classroom experience, and advises Chatham's 66 student organizations.

The following is a list of current student organizations. If you don't see what you're looking for, contact the Office of Student Activities for more information on how to start a new student club or organization.

The Office of Student Activities coordinates the advisement of Chatham's 66 recognized student organizations:

- **Chatham Activities Board (CAB):** The Chatham Activities Board is composed of students from across campus. CAB plans many campus traditions and activities, such as Battle of the Classes, Holiday Ball, and Spring Formal. Any student can join CAB at any time!
- **Student Clubs, Organizations and Honor Societies:** Chatham University recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities and that much of this learning takes place through the activities of student organizations. Hence, the University provides opportunities for students to organize and participate in group activities intended to broaden the scope of general learning, extend knowledge of specialized areas, or to serve their professional, cultural, social or recreational interests. Student Organizations are a great way to get involved on campus and are constantly changing. The following is a list of current student organizations. If you don't see what you're looking for, contact the Office of Student Activities for more information on how to start a new student club or organization.

- **Chatham University Current Student Organizations:**

Accounting Club of Chatham University
Alpha Beta Alpha (Lambda Pi Eta Chapter)
Alpha Sigma Lambda
American Society of Interior Designers (ASID)
Amnesty International - Chatham University Student Chapter
Artist Collective
Asian Culture Association
Beta Beta Beta
Beyond the Page - An Unconventional Book Club
Black Student Union (BSU)
Blue Key Honor Society
Business & Entrepreneurship Club
CC - Connecting Children with Champions
Chabad House at Chatham
Chatham Activities Board
Chatham Chinese Scholar Student Association (CSSA)
Chatham Christian Fellowship
Chatham College Progressives
Chatham Criminology (Forensics) Club
Chatham Cross-Cultural Connections Club
Chatham Marketing Association
Chatham Undgraduate Student Government
Chatham University Bowling Club
Chatham University Drama Club
Chatham University Nursing Honor Society

Chatham University Student Occupational Therapy Association
 Communiqué
 Creative Writing Club
 CSG Class of 2016
 CSG Class of 2017
 CSG Class of 2018
 CSG Class of 2019
 Education Major Club
 Exercise Science Club
 Feminist Activists Creating Equality (FACE)
 Fermentation Club
 Fickes Residence Hall Council
 French Club
 Girl Up
 Graduate Student Assembly
 Her Campus Chatham
 MFA Writing Council
 Minor Bird
 Mortar Board
 Muslim Student Association
 Naturality
 Omicron Delta Kappa
 Phi Alpha
 Phi Beta Kappa
 Pre-PA Club
 Psi Chi
 Psychology of Gender Research Team
 Rea & Laughlin Residence Hall Council
 Relay for Life Association
 Sigma Tau Delta
 Social Work is Real Life (SWiRL)
 Society for the Human Resource Management (SHRM)
 Student Academy of the American Academy of Physican Assistants Chatham
 University Chapter (SAAAPA)
 Student Athletic Advisory Committee (SAAC)
 Student Chapter of American Society of Landscape Architects (ASLA)
 Student Pennsylvania State Education Association (SPSEA)
 Students Against Sexual Oppression (SASO)
 The Ukulele Club
 This is Me! Gay-Straight Alliance
 U.S. Green Building Council Student Chapter (USGBC)
 Woodland Hall Residence Hall Council

Community Service 412-365-1527

Chatham offers a variety of ways for students to get involved and give back to the community. Community service initiatives are incorporated into events through canned food/clothing drives, making blankets for a local shelter, and much more.

- **Community Service Day:** A campus-wide day of service scheduled each term. Students, alumni, faculty and staff, come together to volunteer at a variety of agencies in the local and surrounding Pittsburgh community.
- **Community Service Database:** This comprehensive database is a place where students, faculty and staff record their volunteer hours and positions and it also serves as a resource for community agencies.
- **Volunteer Opportunities:** Chatham offers a variety of ways for students to get involved and give back to the community. Community service initiatives are incorporated into events through canned food / clothing drives, making blankets for a local shelter and volunteering, activism and much more. Throughout each academic year Chatham has taken the approach to service in that we want our community to aspire to be civically minded professionals through leadership roles, community service and civic engagement.
- **The Bonner Leaders Program:** The Bonner Leaders program is a nationally recognized service leadership program that provides students with the opportunity to create meaningful impact on the local community during their time at Chatham. Students serve at a local non-profit for the duration of their undergraduate experience at Chatham. While in the program, students earn their federal work study money and are also eligible to receive annual merit awards.

Series

- **Social & Recreational Activities:** Chatham After Hours, Student Organization Nights, and Outdoor Adventures are just a few of the many social events planned throughout the year for students at Chatham. Check out the happenings page on myChatham daily for the most up-to-date listings.
- **Fitness Classes:** From Hip Hop Dancing to Paddleboard Yoga, a variety of fitness classes are offered on campus and are open to all students. These weekly classes are offered in series throughout the semester and feature Crossfit, Kam Jamz, kayak rolling, and much more!
- **Coffeehouse Series:** Chatham hosts a variety of events in both Café Rachel (the fully functioning coffee shop) and Rea Coffeehouse (the unique underground event space in the Rea House). Students have the opportunity to win fabulous prizes at trivia nights, BINGO nights, and more! Chatham also invites comedians, bands, and singer-songwriters to perform in these spaces for the students.

Publications

The University's campus newspaper, the *Communiqué*, is open to all who have an interest in journalism or layout and design. Chatham also offers an annual literary magazine, *Minor Bird*.

Staying Informed and Updated

There are many ways to stay up-to-date on news and happenings at Chatham.

Chatham Happenings goes out by e-mail every Thursday reminding students, faculty and staff of events and activities for the coming week. **Grad News & Updates** is a weekly e-mail informing graduate students of events specially designed with them in mind. Students are always able to access event information through myChatham and flyers displayed on bulletin boards around campus.

Residence Life. 412-365-1518

The mission of Residence Life is to work collaboratively with all departments within Student Affairs to partner with students, and to create a comfortable, safety conscious and enjoyable environment for all students within the residence halls. This environment is not only achieved through collaborative programming with Student Activities, but also through having all community members taking an active role in upholding and adhering to community standards.

The Office of Residence Life & Student Activities - Student Affairs is located on Woodland Hall 1st Floor (across from the IT Help Desk).

Athletics-NCAA Division III. 412-365-1650

Athletics provides a balance to the rigorous demands of the academic environment. Through athletics, students can enjoy opportunities to develop leadership skills and find a healthy outlet for the release of stress. Chatham believes that wellness is an important aspect of student life and that a well-rounded person is best able to meet the challenges of an increasingly complex world. It is in this light that Chatham views, promotes, and directs its athletics program.

Chatham University, a member of the National Collegiate Athletic Association (NCAA) Division III, Eastern College Athletics Conference (ECAC), and the Presidents' Athletic Conference (PAC), fields intercollegiate varsity athletic teams for women in basketball, cross country, ice hockey, soccer, softball, swimming and diving, track and field, and volleyball.

Beginning in the 2015-2016 academic year, the University will sponsor the following men's sports in addition to the eight women's sports: basketball, cross country, swimming and diving, track and field, and volleyball.

- **Director of Athletics**, Leonard Trevino, 412-365-2794, ltrevino@chatham.edu
- **Asst. Director of Athletics**, Brian Urso, burso@chatham.edu
- **Head Coach, Men's Baseball**, Timothy Banner, 412-365-2956, tbanner@chatham.edu
- **Head Coach, Women's Basketball, and Athletics Game Management**, Sandra Rectenwald, 412-365-2955, srectenwald@chatham.edu
- **Head Coach, Men's Basketball, and Assistant Sports Information Director**, Andrew Garcia, 412-365-1649, agarcia@chatham.edu
- **Head Coach, Women's and Men's Cross Country and Track & Field, and Assistant Sports Information Director**, Kevin Wanichko, 412-365-2954, kwanichko@chatham.edu
- **Head Coach, Women's Ice Hockey and Women's Softball**, Jason Evans, 412-365-1265, jevans@chatham.edu
- **Head Coach, Women's Soccer, and Student Athlete Advisory Committee (SAAC) Advisor**, Betsy Warren, 412-365-2953, bwarren@chatham.edu
- **Head Coach, Women's and Men's Swimming & Diving, and Equipment Manager**, Christina "Tilly" Sheets, 412-365-2945, csheets@chatham.edu
- **Head Coach, Women's and Men's Volleyball**, Marc Eberle, 412-365-2959, meberle1@chatham.edu
- **Head Athletic Trainer**, Laura Dillaman, 412-365-2946, ldillaman@chatham.edu

Office of Career Development 412-365-1209

Career Development is located in Dilworth Hall. Our mission is to support and educate students and alumni as they explore, discover, and build their place in the world. Using our Four Phases to Your Future guide, Career Development advisors provide one-on-one consulting to assist students in developing an achievable plan for career exploration, experiential learning, and goal attainment. We encourage all students to access our programs and services beginning with their first semester on campus.

In addition to highly personalized career consulting, we manage the University Internship Program (careers.chatham.edu/internships) and the Student Employment Program (careers.chatham.edu/studentemployment).

Make an appointment today at www.careers.chatham.edu or visit our offices for a drop in appointment. ChathamCareerLink is the portal to your future. Log in with your MyChatham credentials to find volunteer, internship, student employment and career opportunities.

- **Assistant Dean for Career Development**, Sean McGreevey, Ph.D., 412-365-1524, smcgreevey@chatham.edu
- **Associate Director of Career Development**, Monica Ritter, 412-365-1280, mritter@chatham.edu
- **Associate Director of Career Development**, Career Advising and Student Employment, Pam Turner, 412-365-2762, pturner@chatham.edu
- **Assistant Director of Career Development**, Internships, Experiential Learning, and Career Advising, Crystal Vietmeier, 412-365-1525, cvietmeier@chatham.edu

Office of Student Health and Wellness 412-365-1625

The Office of Student Health and Wellness is responsible for coordinating the mental (emotional), physical health (health and wellness lifestyle), and social (support services on campus) health of all students. The departments under Student Health and Wellness consist of the Athletic and Fitness Center, Counseling Services, and Student Health Services. The staff members actively participate in designing policies and practices and developing resources, programs and services that have direct impact on the overall health and wellness of the diverse student population at Chatham University.

Athletics and Fitness Center 412-365-1519

In addition to organized athletic activities, the Athletic Fitness Center offers facilities for squash, rock climbing, strength training, swimming and cardio fitness, among other amenities. The AFC is open mornings, evenings, and weekends for the campus community. Students with a valid ID may borrow an assortment of recreational equipment at the AFC including basketballs, volleyballs, squash racquets, soccer balls, and camping equipment. The staff of the AFC coordinates the intramural programs and outdoor recreation activities for students.

- *Guest Policy:* Faculty, staff, and students are permitted to bring guests, age 17 or older into the AFC at anytime. All guests must sign in at the Control Desk with their Chatham host, and must stay with their host while in the AFC.
- *Intramurals:* The Athletic and Fitness Center hosts a variety of intramural events, including kayaking, bowling, basketball, and soccer. The IM staff works with

students to develop new programs and intramural opportunities each semester to foster campus-wide health and wellness.

Intramural registration is open to all current students, faculty and staff members. Teams may be co-ed unless otherwise noted. All intramural registrations may be completed on myChatham or by e-mailing afc@chatham.edu. Participants may register as a full team or individually. The IM staff will assign individuals to a team. All participants must sign a liability waiver prior to participation.

- *Outdoor Recreation Activities:* OR activities are planned at least once a month and include a wide range of activities. Recent trips include white-water rafting, horseback-riding, overnight camping and hiking trips, and skiing. For information about upcoming recreational activities, check the activities calendar or contact the coordinator of the AFC at afc@chatham.edu

Counseling Services 412-365-1282

Our mission at Counseling Services is to provide Chatham University students with professional treatment in a secure and private manner. Counseling is viewed as an aid to promoting healthy change and personal growth in a student's overall development so that the maximum benefit can be derived from their educational experience.

Counseling services is staffed by a full-time Doctor in Counseling Psychology and a part-time Doctor in Clinical Psychology. Both professionals are licensed by the Commonwealth of Pennsylvania. The services are free and consist of confidential counseling/psychotherapy sessions and educational workshops. Individual brief counseling sessions provide students an opportunity to openly explore any personal, social, family, or academic concerns that they may not wish to share with others. If long-term care is needed, the student will be referred to an external mental health professional.

Students seek campus counseling for a variety of reasons, such as difficulties in personal relationships, emotional or social difficulties, stress, concerns about academic progress, or career paths. Theme-oriented psychoeducational workshops are offered on topics such as women's issues, relationships, stress, and assertiveness. These workshops provide students with assistance in learning how to cope with issues that may interfere with their academic work and personal lives. When appropriate, referrals to specialized mental health services and agencies are made for treatment with private therapists, physicians, psychologists, and psychiatrists.

Full-time students are eligible, when appropriate, for short-term counseling and/or external referrals. Part-time students are eligible for assessment and external referrals. Counseling sessions are by appointment only. To schedule an appointment, contact Counseling Services at 412-365-1282.

Students involved in treatment with an external mental health professional are strongly encouraged to remain in treatment or to obtain comparable treatment locally in order to maintain continuity of care. A referral list of mental health professionals in the Pittsburgh area is available at the Counseling Services office.

Individual Counseling

Counseling Services offers free, confidential, short term individual counseling and brief psychotherapy to full-time registered students. Evaluations and external referrals are offered to part-time regular undergraduate and graduate students. We provide a confidential, non-judgmental space to explore and work through personal, social, family, or academic concerns.

Referral Services

Counseling Services provides external referrals for students in need of long-term treatment, specialized care, or medication management. Students currently involved in treatment with an external psychiatrist, psychologist, or therapist are strongly encouraged to continue services with their treatment team or to obtain comparable treatment locally in order to maintain continuity of care.

Crisis Walk-in Services

Normally an appointment is required to meet with a counselor. However, when a student is in distress and needs to speak with a counselor urgently, crisis walk-in services are available during regular office hours. Students who are currently in treatment with an external mental health professional are strongly encouraged to contact their treatment team in times of crisis for continuity of care. In case of emergency while on campus after regular office hours, please contact campus Public Safety at 412-365-1111.

Self-help Workshops

Theme-oriented educational workshops are offered to all registered students.

Student Health Services 412-365-1238

Chatham University is dedicated to creating a culture of health and wellness by encouraging students to take steps to make better choices through educating themselves about disease prevention and health promotion. Prevention efforts like immunizations help save lives. Student wellness has increased thanks to better choices and healthier lifestyles.

Prior to returning/starting on campus:

1. Visit your family physician to obtain an updated health record and have several copies made. Keep this document confidential but do bring them to campus.
2. Obtain all necessary immunizations/vaccinations.
 - a. Requirements for Chatham University immunizations prior to arrival include: a meningitis vaccine (Menactra) or a signed meningitis waiver form, two MMR (measles, mumps, and rubella) vaccine dates, three Hepatitis B vaccine dates or a positive blood titre AND a PPD skin test for all international students within one year of arrival to campus.
3. Complete an annual physical exam and make an appointment to get your next annual physical exam. Ideally, your annual physical exam should take place during the term break and by your family physician.
4. Make plans to have your prescriptions refilled. If needed, arrangements should also be made to have your prescription(s) refilled while you are on campus.

5. If applicable, complete your annual gynecological exam.
6. If applicable, students should develop an independently regulated health plan – from being able to take regularly prescribed medication on their own, stay in contact with and make regular appointments with physicians and/or counselors as necessary, and advocate on their own behalf.
7. Ensure that you continue to take any regularly prescribed medication as you would at home.
8. Visit or contact the Offices of Student Health Services or Counseling Services to learn more about the medical services available to you in the Pittsburgh community.

How Student Health Services works for you while you are enrolled

During the academic year, students have the option to visit the campus nurse (Monday through Friday) at no charge to them. As a student, you have access to the following valuable services from the Chatham University Student Health Services.

- First aid intervention
- Illness and injury assessment
- Starter doses of over the counter medications
- Various health screenings
- Blood pressure checks
- Height and weight measurements
- Community health referrals
- Physical and psychological counseling appointments
- Updating and maintaining student health and immunization records
- Health education resource materials and activities.

For physician visits, Chatham University has successfully partnered with:

- University of Pittsburgh Medical Center (UPMC) Urgent Care (5231 Centre Ave., 412-623-4114)
- MedExpress (5201 Baum Blvd., 412-687-3627)

Both facilities are full-service, walk-in clinics open 365 days a year from 9:00 a.m.-9:00 p.m. and offer pharmaceutical services as well. Students are able to seek services at either one of these facilities on their own, or utilize campus transportation that will be offered on a daily basis.

Information on Student Health Insurance

Please refer to page 20 for information on Student Health Insurance.

Health Tips and Advice

The U.S. Centers for Disease Control and Prevention offers these suggestions for staying healthy at college:

- Get regular medical check-ups and vaccinations.
- Get plenty of sleep. Sleep deprivation can lead to bad grades, depressed mood, and difficulty maintaining relationships. It also raises your risk of chronic health problems including diabetes and heart disease.
- Make time for regular exercise
- Eat a healthy diet.

- Don't ignore symptoms of depression.
- Don't abuse drugs or alcohol.
- Take precautions to prevent sexually transmitted disease.

Additional Tips

- Practice good hygiene: wash your hands to prevent the spread of germs.
- Dress properly for the weather. Although the cold weather will not give you a cold, dressing properly is important.
- Clean your room. Be a good roommate and respect each other's space.
- Drink plenty of water.
- First Aid Supplies: every student should have some basic first aid supplies including band-aids, antibiotic ointment, pain relievers, cold medications, and ice/hot pack.

Community Resources

Pharmacies in Squirrel Hill

- CVS: 5600 Wilkins Ave., 412-521-5690
- Giant Eagle: 4250 Murray Ave., 412-421-1340
- Rite Aid: 1790 Murray Ave., 412-521-3900

Family Practice

- Faculty Practice of UPMC Department of Family Medicine, 5608 Wilkins Ave at Wightman (Squirrel Hill) 412-422-8762
- Shadyside Family Health Center- 5215 Center Ave (Shadyside) 412-623-2287

Hospitals and Clinics

- University of Pittsburgh Medical Center (UPMC) Shadyside Hospital, 5230 Centre Ave (Shadyside) 412-623-2121
- Magee Women's Hospital, 300 Halket Street (Oakland) 412-641-1000
- Allegheny County Health Department, 333 Forbes Ave (Oakland) 412-687-2243

Office of University Advancement

Office of Annual Giving 412-365-2734

When a person makes a gift to Chatham University, they join hundreds of alumni, parents, friends, students, faculty, and staff who support the Chatham Annual Fund each year.

A gift of any amount – whether it is \$10 to the Senior Class Gift or \$1,000 to join the 1869 Giving Society – benefits Chatham students in countless ways. From student scholarships to faculty development, to experiential learning opportunities to new facilities and technology enhancements, to the preservation of Chatham's historic buildings, everything that makes a Chatham education special is made better by annual gifts.

Office of Alumni Relations. 412-365-1517

The Office of Alumni Relations serves as a liaison between Chatham University and its undergraduate and graduate alumni. The Alumni Relations team supports the work of the Alumni Association and its governing board. Their goal is to engage alumni in

the life of the University through regular communication via the monthly e-Newsletter or the *Chatham Recorder* alumni magazine, on-campus and regional events across the country, and networking and volunteer opportunities with the Office of Career Development and the Office of Enrollment Management

Chatham University Alumni Association

Upon graduation all undergraduate and graduate students become members of the Chatham University Alumni Association. The Association is an active part of the community and exists to serve undergraduate and graduate alumni, as well as current students of Chatham. Seniors are inducted into the Alumni Association at Senior Dinner and graduate students are welcomed following the successful conclusion of their program. Alumni participate as mentors in professional development, as financial supporters of the University, as student recruitment assistants, as volunteers for University-related events, and/or as participants in other campus events. Regional Alumni Events Alumni in areas around the country are beginning to form groups in order to network for their own interests and to advance the interests of the University in areas of recruiting, career services and fundraising. All alumni are welcome to attend any event. Regions that maintain an active schedule include Pittsburgh, Philadelphia, Washington, D.C., and Florida.

Student Alumni Association

The Student Alumni Association (SAA) at Chatham University is a student organization that works in partnership with the Office of Alumni Relations, Student Affairs and the Alumni Association to enhance the student experience by connecting students to one another, alumni and the University. SAA is dedicated to engaging students and assisting them in their journey to graduation and beyond.

SAA members plan and participate in social, career-oriented and school unifying events. These events offer students valuable opportunities to make new friends, develop civic, service, and leadership skills, network with alumni and become involved on campus.

University Marketing & Communications

Marketing & Communications is responsible for the University's internal and external communications including advertising, branding, photography, video, copyrights, public/media relations, publications, social media and Web content. University publications, forms, and printed materials are produced through this office in order to maintain consistent branding and messaging. Also, all media inquiries are referred to this office for handling. Marketing & Communications can be reached at 412-365-1125 or by e-mail at communications@chatham.edu. The University standards guide, style manual, logos, and templates for PowerPoint and other material may be found on myChatham under Documents & Forms; University Marketing & Communications, or Departments; University Communications.

Photography on Campus for University Use

Chatham University and its representatives on occasion take photographs for the University's use in print and electronic publications. This Student Handbook serves as public notice of the University's intent to do so and to use such images as necessary. If you do not want your photograph published, you have the right to withhold its release by contacting the Office of Marketing and Communications via e-mail at communications@chatham.edu.

Residence Life Policies and Procedures

Responsibility of the Residence Life Staff

The University has entrusted the staff of each residence hall/apartment building the responsibility of maintaining a safe and healthy living-learning environment within the residence halls and apartments. At the same time, the staff encourage the students to express individuality and act as a responsible member of the community. Residence Life staff members will educate the community about residential policies and procedures and are responsible for enforcing those policies and procedures.

Resident Assistants (RAs) are student staff members who live alongside the students in each residence hall and serve as a primary resource for students living in the building. RAs are there to listen to students' problems, concerns, and help direct students to the appropriate place to find a resolution. RAs are student leaders that help make living on-campus an enjoyable and healthy experience. Residents never need a specific reason to seek out their RA, but there are common items that an RA can help with:

- To talk about anything! RAs are there to listen and support you.
- To request a work order for something that is broken in your room or building.
- To hang out and form a relationship.
- To help mediate roommate conflicts.
- To check you in and out of your room.
- To suggest campus activities to attend.
- To raise questions, concerns, and comments about anything.
- To seek assistance in resolving a conflict in your building.
- To help students meet new friends and get involved on campus.
- To serve as a resource and guide for referrals.
- To help establish community standards.
- To serve as an academic role model and resource for students.

The paraprofessional staff members who supervise the RAs and each residence hall are called **Graduate Resident Directors (GRDs)**. The GRDs live in your building and help to ensure that the community is healthy and enjoyable for everyone. GRDs hold office hours in the Office of Residence Life & Student Activities – Student Affairs located in Woodland Hall and meet with students on first-level violations of residence hall policy.

The **Coordinators of Residence Life (CRLs)** are professional staff members who supervise the GRDs, oversee housing, staff training, and meet with students on second-level violations of residence hall policy. The CRLs have open door policies and encourage students to visit the office and see them at any time. Here are some items they can assist you with:

- To say hello, to visit, or talk about anything.
- To suggest campus activities to attend.
- To ask questions about how to become an RA/OL.
- To ask questions about the housing selection process.
- To request a room change.
- To meet about a residence hall policy violation.
- To appeal a damage charge.

The **Director of Student Affairs & Residence Life** provides overall leadership for the office, supervises the professional staff, meets with students on high-level violations of residence hall policy, and serves as a resource for all students. Students are always welcome to visit the director:

- To say hello, to visit, or to talk about anything.
- To help find a resolution when a concern or issue has not reached a conclusion.
- To suggest ideas and offer feedback about the residence halls and living on campus.
- To invite her to a program or residence hall activity.
- To meet about a higher level residence hall policy violation.

*2015–2016 Office of Residence Life & Student Activities – Student Affairs
Important Dates*

August 24	R.I.S.E. & STEM Student Move-In
August 26	New Student Move-In
August 29	Returner Student Move-In
August 29-31.	Residence Hall Council Elections
October 5-9.	Undergraduate Health and Safety Inspections
October 16	Winter Break Housing Request Forms available on myChatham
October 19-23.	Graduate Health & Safety Inspections
November 13.	Winter Break Housing Request Form Due
November 16.	OL/RA Applications Available on myChatham
December 14-17	24 Hour Quiet Hours
December 17	Residence Halls close for Winter Break @ 8 p.m.
December 19	Residence Halls close for graduating seniors @ Noon
January 2	Spring Staff Training
January 3	Residence Halls open for spring housing at 9 a.m.
January 4	Welcome Back and OL/RA Information Tables on Campus
January 15	OL/RA Applications Due by 5 p.m. (tentative)
January 26–February 6	OL/RA Interviews (tentative)
January 30	Information Session Apartment and LLC Housing Selection Process
	Living Learning Community/UG Apartment Applications/ Graduate Housing Intent Forms Available
January 30	Room Selection Kick Off
February 19	National RA Appreciation Day
February 19	OL/RA Group Process Day (tentative)
February 20	Living Learning Community/UG Apartment Applications/ Graduate Housing Intent Forms due to Residence Life by 5 p.m.

- February 22-26 Graduate Health & Safety Inspections
- February 26 Summer Housing Applications Available
- February 29-March 4 . . . Undergraduate Health and Safety Inspections
- March 11 OL/RA Decision Letters (tentative)
- March 14 Housing Deposits Accepted
- March 18 OL/RA Acceptance Due (tentative)
- March 21-25 Maymester Meetings (tentative)
- March 14 Housing Deposits Accepted
- March 24 Room Selection Information Session
- March 26 LLC Housing Decision Letters (must have paid deposit)
- March 26 Apartment Housing Decision Letters (must have paid deposit)
- March 25 Housing Deposits Due
- March 25 Summer Housing Applications Due
- March 27 Room Selection Living Learning Communities @ 2 p.m.
Room Selection Seniors & Juniors @ 3 p.m.
Room Selection Sophomores @ 4 p.m.
- April 4-10 Residence Hall Olympics
- April 16 Residence Life End of Year Banquet
- April 18-23 24 Hour Quiet Hours
- April 23 Residence Halls close for student not enrolled in Maymester
- May 14 Residence Halls close for Maymester
- May 18 Residence Halls close for graduating seniors
- May 20 Leases end for graduate housing

2015-2016

Office of Residence Life & Student Activities – Student Affairs Staff

Residence Life Office - Woodland Hall (across from the IT Help Desk)

Director of Student Affairs & Residence Life	Heather Black
Coordinator of Residence Life	Devin Fabian
Coordinator of Residence Life	Vacant

Residence Life Office - Eden Hall Campus

Coordinator of Residence Life	Jarrod Kinkley
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Student Activities Office - Carriage House (2nd floor)

Associate Director of Student Affairs & Residence Life	Stephanie Alvarez
Coordinator of Student Activities & Residence Life	Emily Fidago

Residence Hall Staff: Shadyside Campus

Chatham Apartments

GRD Chelsey Coudriet	
RA Lauren Brown	RA Tahmina Tursonzadah
RA Emma Marik	RA Sarah Weinschenker
RA Marissa Rosner	
RA Tiffany Schmitt	

Fickes Hall

GRD Alexa Frankovitch

RA Krista Arena

RA Maura Creighton

RA Odera Aquilla Igwe

RA Iman Morgan

RA Kelly Nestman

RA Alice Shy

Laughlin House & Rea House

GRD Rachael Dymski (Laughlin)

GRA Tyler Earley (Rea)

RA Brianna Young (Senior RA)

RA Phoebe Armstrong

RA Olivia Bauer

RA Denesha Moorefield

Woodland Hall

GRD Kaitlyn Bonzo

GRA Avery Walker

RA Kaylee LaPosta (Senior RA)

RA Christina Austin

RA Saron Belay

Residence Hall Staff: Eden Hall Campus

Orchard Hall

GRD Catherine Giles

Residence Hall Policies

The following outlines information and policies regarding living on campus at Chatham University.

Alcohol

All residents and guests are expected to comply with the alcohol policy as stated in the University Honor Code.

Air Conditioners

Students are not permitted to have window air conditioners. If a student requires air conditioning for a medical reason, the student must submit a letter to the Director of Residence Life and documentation from a doctor explaining the medical need. Upon approval for the air conditioning unit, a student requiring an air conditioner for medical reasons must:

- Provide the air conditioner unit, a small unit of about 8000 BTUs.
- Once the unit is approved, it will be installed by a Facilities Management Staff member. Residence life will facilitate this process.

Appliances

All electrical appliances must be UL approved and in good working condition.

Electrical appliances that are permitted in resident rooms include a radio, stereo, small portable television, personal computer, clock, portable hair dryer, curling iron or hot curlers, small microwave, a small refrigerator (no more than 4 cubic feet), and a small fan. Also permissible are appliances that have automatic shut off buttons and time to brew cycles and do not have warming plates. Such appliances include some brands of hot water dispensers and hot beverage machines that are new on the market.

Electrical appliances that are **not** permitted in the residence halls include:

- Appliances that have exposed heating units or open flames
- Halogen lamps
- Hot plates
- Toaster ovens
- Electric blankets
- Space heaters
- Sun or heat lamps
- Toasters (only permitted in apartments)
- Irons (only permitted in apartments). Residence Hall iron use is restricted to laundry rooms only.

Residence hall rooms shall not be used to prepare hot foods. The equipment and appliances used to prepare food are extreme fire safety hazards because of the heat they generate. Heating coils, electric frying pans, broilers, griddles, standard coffee pots, and any other electrical cooking appliances are not allowed. This policy does not apply to apartments, as they are equipped with kitchen facilities.

Students should use surge protectors on appliances such as computers, microwaves, etc.

Refrigerators must be plugged directly into wall electrical sockets. The University has the right to limit or expand the use of appliances.

The Office of Residence Life staff has authority to prohibit and/or remove without prior notice all illegal or potentially dangerous appliances/devices for reasons of health and safety.

Articles and Activities Prohibited in the Residence Halls

The following activities and articles are prohibited in or around the residence halls. Failure to comply with these regulations is a violation of the residence hall policies. An incident report will be filed against individuals found in violation of such regulations and a residence life disciplinary meeting will be held with a GRD, AC, AD, or DRL to discuss any necessary disciplinary action, including possible residential fines. Residence Life staff members will confiscate any item found to be in violation of these policies. Confiscated items will be returned at the end of the academic term when the student leaves the campus upon the student's request. Failure of the student to claim the confiscated item by the end of the term will lead to disposal of the item.

Articles and activities prohibited in the residence halls include:

- Bicycles, except when stored in the students' rooms or in designated areas outside of the residence hall where they do not block exit routes. Bicycles cannot be stored in public entryways, hallways, or lounges.
- Waterbeds, lofts, or stacking furniture. Bed lifts no higher than 12 inches can be used to elevate bed height but only when lifts are purchased at a store and made for this specific purpose. Under no circumstances can bricks, blocks of wood, etc., be used to elevate furniture.
- Possession of or use of explosives, ammunition, flares or other dangerous weapons (i.e. pocket knives larger than 2 ½ inches in length) or substances.
- Storage of any flammable liquids or gasses
- Possession of halogen lamps, hot plates, toaster ovens, toasters, large refrigerators (larger than 4 cubic feet), and other expressly prohibited electrical appliances in residence hall rooms as outlined in the electrical appliance policy (see electrical equipment and appliance policy). Toasters, toaster ovens and hot plates are permitted in Chatham Apartments and public residence hall kitchens only.

- Possession and/or use of candles (decorative or otherwise), incense, potpourri burners, space heaters (unless provided by the University), or anything with an open flame.
- Tampering with or misuse of fire and safety equipment or elevators (e.g. fire alarms, fire extinguishers, exit signs, fire doors, smoke or heat sensors).
- Failure to evacuate the residence hall area during fire alarms.
- Propping open residence hall entrance and exit doors as well as fire doors. Building alarms will sound if residence hall entrance doors are propped
- Engaging in any other activity determined to be in violation of health, fire, safety and/or maintenance codes.
- Damaging or misusing residence hall property and/or furniture including the removal, relocation, or disassembling of furniture from individual rooms and/or public areas. Under no circumstances are students permitted to remove University furniture from student rooms/apartments without approval from their GRD.
- Throwing or suspension of articles, objects or persons from residence hall windows. This includes sitting on window ledges.
- Presence on building roof areas, window ledges, fire escapes, or in other unauthorized areas.
- Theft or unauthorized possession of University property or property that belongs to another individual or group. This includes moving public lounge furniture items to student rooms/apartments.
- Sleeping in the common areas of residence hall spaces is not allowed unless approved by the Office of Residence Life.
- Watching pornography or other commonly offensive materials on University provided televisions or in common areas. This is not limited to multimedia played through a VCR or DVD player.
- Failure to comply with residence life staff members or University officials performing his/her duties, including but not limited to the failure to provide proper identification to a staff member upon request or giving misleading or false information to a staff member performing his/her duties.

Bicycles

No bicycles may be left in public areas (i.e. lounges, stairwells, etc.) in any residence hall at any time. Bicycles should be stored on bike racks that are available outside of the residence halls on a seasonal basis. If a bicycle is found in a public area, it may be immediately confiscated.

Common Kitchen Facilities

Each residence hall contains at least one small kitchen area (some residence halls have a kitchen area on each floor) that contains a sink, microwave, and refrigerator. Laughlin House, Rea House, and Fickes Hall also have stove tops and ovens in the house kitchens and Woodland Hall has a stove top available. The use of approved electrical appliances must be restricted to kitchen area(s). As members of a community, students should remember the following when using a kitchen area:

- Residents are responsible for cleaning appliances, dishes, etc. that they use. Dishes left dirty in the kitchen or bathrooms for more than 24 hours will be thrown out.
- Refrigerators are for all the residents to use. Residents should mark their food in some way and should remove old food appropriately. Refrigerators will be cleaned out at the end of each term and unmarked and spoiled food will be thrown out.

- The University does not accept responsibility for food left in the refrigerators; therefore, students should respect the personal property of others and refrain from using or taking food left by other resident students without their expressed consent to do so. Students will be subject to disciplinary action if they remove another student's personal belonging from the kitchen area.
- When cooking, students must be present in the kitchen area. Students are not permitted to cook food in the microwave unless present. Disciplinary action, including fines, will be taken if these procedures are not followed.
- A student failing to maintain the safety of the kitchen will be fined \$25.00 and may face additional disciplinary action. This includes leaving an oven or a cook top on after food preparation is completed or failing to clean up spills.

Doors

For the reason of safety, exterior doors of the residence halls are locked 24 hours. They cannot be propped open at any time. Anyone propping open a door is subject to disciplinary action. Students are expected to carry residence hall keys and their ID card at all times. All resident students are reminded that their ID cards will gain them access to the exterior hall doors and should be handled cautiously and responsibly to insure that easy access to the residence halls remains the privilege for resident students only. For reason of safety, lost keys and ID cards must be reported to the Office of Residence Life immediately. Students must not lend their ID cards and their room keys to anyone.

E-mail Communication

Chatham University e-mail is the official communication for the Office of Residence Life. Students are responsible for regularly accessing their account for messages. The Office of Residence Life relies on this communication as the official way to communicate with resident students.

Fire Safety & Fire Escapes

Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without permission of the proper authorities or fail to comply with University officials will be subject to disciplinary action and the assessment of fines.

Tampering with fire safety equipment or fire alarms is a violation of state law as well as residence hall policy. Persons found in violation will be subject to disciplinary action

Fire detection units should not be covered or blocked at any time.

For reasons of fire safety, the following items are not permitted in student rooms: irons(may be used in laundry rooms), space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with wicks, decorative candles, incense, candle warmers, live/cut holiday trees, and wreaths.

Unauthorized possession, storage, or use of hazardous or dangerous weapons, explosive components, or substances including but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gasses/air in residence halls is forbidden and subject to disciplinary action.

The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions should these be used. Failure to comply will lead to disciplinary action.

Do not hang anything from the sprinkler heads (Woodland Hall). This will cause damage to the system that will be charged to the occupants of that room.

For reasons of fire safety, the maximum occupancy may not exceed five (5) guests per resident at one time for a residence hall room or apartment.

Fire Safety Tips

- Know where alarm pull stations are in your building
- Know all exits and evacuation plans to your building
- If you discover smoke or fire:
 - Sound the alarm
 - Call Public Safety at x1111 from any phone on campus (412-365-1111) or 911
- If you are in a burning building:
 - Close the window
 - Close the door
 - Go to the nearest exit or stairs (If you are in a smoke filled area, keep low to the floor)
 - Leave the building immediately.

Furnishings

Rooms are furnished with a single bed, dresser, desk, and desk chair for each occupant. Students may provide their own study lamp (note: halogen lamps are not allowed), wastebasket, and a bookcase if desired. Failure to adhere to the following Furnishing Policies will result in appropriate charges for missing furniture, repair, or replacement.

- Students are not permitted to bring their own bed unless needed for medical reasons. In case of a medical exception, a student will be required to submit documentation from a doctor explaining the medical need to the Director of Residence Life in advance of moving in.
- Lofts are not permitted and may not be constructed in residence hall rooms or apartments.
- All furniture must remain in its assigned room/apartment throughout the year. Furniture missing from rooms when the then resident vacates will result in fines, up to the full replacement cost.
- No University property may be removed from lounges, conference rooms, or other community areas for use in student rooms. Common furniture is inventoried at the beginning of each term. Missing and damaged furniture will be billed to the community if the responsible person is not found
- Students may not disassemble furniture under any circumstances or remove their room furniture from their room without permission from the Office of Residence Life. Students will be charged a minimum of a \$100 assembling fine for any room furniture found disassembled after a student moves out.
- The University will not remove furniture from student rooms and apartments.

Health and Safety Inspections

Upon prior notice, the Office of Residence Life and Public Safety will conduct periodic health and safety inspections of rooms and apartments to help insure that all residents

are in compliance with health, fire and safety guidelines. General room/apartment inspections will indicate violations and will advise students on how to correct violations. Any violations which are found and/or not corrected may result in an applicable fine, confiscation of property, and/or disciplinary actions.

ID Cards

A student's ID card is their access into the residence halls. Students should keep their ID cards with them at all times. All undergraduate resident students have access to all undergraduate residence halls from 10:00 a.m.-10:00 p.m. Any lost or missing ID cards should be reported to the Office of Residence Life immediately.

Indoor Sports

Due to the potential harm to individuals and property, hall sports are not allowed in the residence facilities. Indoor sports infringe on the rights of others, can lead to damage of University property, or may cause harm to oneself or others. Water fights and snowball fights are prohibited inside all residences. Students who violate this policy will be subject to disciplinary action. These behaviors include but are not limited to: riding bikes, rollerblading, Frisbee, any ball related sport, water balloons, wrestling.

Insurance

The University is not responsible for theft or destruction of personal property. It is highly recommended that valuables are covered by a homeowner's insurance policy or renters insurance.

Lockouts

Students are expected to have their room key and ID card with them at all times. Should a student become accidentally locked out; they should contact the RA on duty (schedules are posted on bulletin boards). If the lockout occurs between 9:00 a.m. and 5:00 p.m., students should contact the office of Residence Life at 412-365-1518. If the lockout occurs between 8:00 p.m. and 8:00 a.m., the student should contact the Upper Campus RA (412-670-6379) or Lower Campus RA (412-670-8818). If the lockout occurs at any other time, students should contact ResLife On-Call (412-951-0003). All lockouts result in a \$10.00 charge.

Lounge Furniture

Furniture placed in all common areas in the residence halls must remain in the common area. Students found in possession of common area furniture will be subject to disciplinary action.

Mail Services

All residential students are assigned a mailbox in the campus post office when they arrive on campus. Students should go to the post office to obtain this number.

The address will be:

Chatham University Mailroom
Student Name, SMB #
0 Woodland Road
Pittsburgh, PA 15232

Medical Accommodations

To receive housing that accommodates your disability or medical situation the Office of Residence Life and Programs for Academic Confidence and Excellence (PACE Center) requires that you submit appropriate medical documentation that confirms you are an individual with a disability or specific medical condition. The following information is an outline of factors that Residence Life and the PACE Center and/or an appropriate medical professional will consider when determining if your request for housing accommodation is reasonable due to a disability or medical issue.

Severity of the Disability

- Is the impact of the disability life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Is the request a vital component of a treatment plan for the condition?
- What is the impact on the student's level of comfort if the request is not met?
- Does the disability necessitate that the student live in on-campus residence halls?

Practicality, Availability, and Timing

- Is the space available that meets the student's needs?
- Are there other effective methods or housing configurations that would achieve similar benefits as the requested accommodation?
- Does the requested accommodation create a safety hazard (i.e. electrical overload, emergency exit, etc.)?
- Was the request made within a reasonable time frame relative to the housing application deadline?

Requests for a need-based housing accommodation must be accompanied by supporting, professional medical documentation. Please note: We will not accept documentation from the student's family member, regardless if they are a medical professional. The directors of the Office of Student Affairs and Residence Life and/or the PACE Center will make a recommendation based on the documentation received. Decisions regarding an appropriate housing assignment will be made in consultation with the Director of Student Health and Wellness, General Manager of Dining Services, Vice President of Student Affairs and Dean of Students, and the Assistant Dean of Students.

The following procedure is in place for students who want to request a need-based housing accommodation.

1. You will need to submit a letter to the Office of Residence Life (attn. Assistant Director of Residence Life) and the PACE Center (attn.: Janet James, Director of the PACE Center) detailing your medical request, along with medical documentation from a physician. Please note: We will not accept documentation from the student's family member, regardless if they are a medical professional.
2. The Assistant Dean of Students will consult with the PACE Center and a few other departments on campus about whether or not a student's medical condition warrants the need for a medical single or other special housing.
3. The Assistant Dean of Students will then contact the student to notify them regarding the decision.

Please note, need-based housing must be requested and approved annually.

Personal Bathrooms/Kitchens

Rooms and apartments that have a private bathroom or kitchen are a privilege. Students are expected to maintain their own kitchen/bathroom in an appropriate way throughout the year. Students will be notified during Health & Safety Inspections if the conditions of these spaces are unacceptable, and will be given the opportunity to rectify the situation. Students are subject to an excess cleaning charge if the kitchen and/or bath area is not maintained appropriately. Students with private kitchens or bathrooms need to provide their own soap/paper products and need to establish expectations for usage with all students with access to the kitchen/bathroom.

Pet Policy

Students are not permitted to have pets in the residence hall or apartments with the exception of aquarium fish in an aquarium no larger than 25 gallons. Any pets besides fish are not permitted (this includes lobster, turtles, frogs, etc.) However, there are some graduate housing options that allow felines. Contact the Office of Residence Life for more information.

- A student with a pet in the hall will be subject to disciplinary action and/or fines assessed. In addition, students found in violation of this policy shall be required to remove the pet from the residence hall immediately and will be assessed a residential fine.
- An additional charge per day will be charged for each day after the University has requested that the pet be removed while the pet is still in residence.

Quiet Hours

As members of the living/learning community, resident students are asked to comply with requests by other residents and/or staff members to maintain reasonable levels of noise within the residence halls and apartments. Specific quiet hours have been established to create an atmosphere conducive to studying and/or sleeping in the residence halls. Each residence hall community with the leadership of the residential staff may elect to designate more restrictive quiet hours than those that have been established. During quiet hours, any noise (e.g., stereos, TVs, radios and verbal interactions) must be kept on a level such that it cannot be heard by neighboring residents. Continual violation of Quiet Hours or Courtesy Hours will result in disciplinary action, including residential fines.

- **Minimum Quiet Hours in all residences:**
 - Sunday-Thursday, 11:00 p.m.-8:00 a.m.
 - Friday-Saturday, 1:00 a.m.-10:00 a.m.
- Residents are permitted to agree to longer quiet hours through community agreements, but may not agree to shorter quiet hours.
- There will be 24-hour quiet hours during exam periods beginning at the end of the last class through the end of the last final exam.
- Courtesy Hours exist at all times. At all times, students are expected to be courteous and to conduct themselves in a way that does not intrude on the rights and privileges of others.

- Respectful interactions are expected within the residence hall communities regarding Quiet Hours and Courtesy Hours. Any student who is not respectful to fellow and/or Residence Life staff will need to have a disciplinary meeting regarding confrontation.

Recycling

Residence Life is committed to the Chatham University mission initiative of sustainability. There are recycling bins located in each residence hall for bottles, cans, and paper. Please dispose of all approved recycling contents in the appropriate containers.

Residence Hall Meetings

Residence hall meetings provide opportunities for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns, etc. Specifically, students will receive information about openings, closings, room selection, etc. Each student is required to attend and may offer support, ideas and suggestions to other residents and to all the hall staff. Each student is responsible for the information introduced and/or decided at the meeting regarding community standards and other areas of student living. Failure to attend or notify the GRD that you cannot attend may result in a fine or disciplinary action.

Room Changes

Residents who want to change their housing assignment may complete the Room Change Request Form which can be found on myChatham. Room changes are offered two weeks after the beginning of each term. Students requesting a room change must have already met with their RA in order for the request to be considered. In the cases of a roommate conflict, the RA and/or GRD will require mediation before a room change will be considered. The room change period ends on October 11 for the fall 2015 term and February 11 for the spring 2016 term. The Office of Residence Life reserves the right to move students as necessary. If a student loses a roommate during the year, Residence Life reserves the right to assign another student to that space without prior notification. The University also has the right to relocate students at any time for any reason.

Room Charges and Refunds

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except if the student officially withdraws from the University or is granted a leave of absence. A housing fee of \$150.00 must be made to Student Accounts prior to a room assignment, unless otherwise arranged by the student with the Director of Residence Life or Vice President for Student Affairs.

If a student gives the University written notice of withdrawal prior to the first day of classes or any time during the term, she will be refunded all advance payments of room and board except for the \$150.00 housing fee. In the event of a leave of absence from the residence halls/apartments after the start of classes, a prorated refund for room and board will be made according to the terms listed in the Student Handbook.

Room & Holiday Decorations

While every person likes to personalize her space in order to feel at home, the residence hall areas are governed by certain local fire safety ordinances. Since your living space

is intended to serve not only you and your roommates, but also the residents who live there in the coming years, certain guidelines for personalizing rooms or apartments are necessary. Additionally, certain adhesives and/or other hanging elements often damage walls and other University furnishings. It is necessary for resident students to be aware of the following guidelines in keeping with local safety codes and with University policy:

- Students are not authorized to paint (including washable paint), renovate or modify their rooms in any way. Glow in the dark paint or markers are not permitted.
- Furniture must not obstruct smoke detectors or sprinklers, block heating vents, damage pipe coverings, or impair a quick exit from the room or window in cases of emergency.
- Decorative hangings are largely restricted to the inside of the residence hall room.
- Students may hang minimal decorations on their room doors. If door hangings are determined to be a fire hazard by a Residence Life staff member, students will be required to remove such decorations. The Office of Residence Life reserves the right to deny any decoration that is deemed inappropriate or offensive to others.
- Students are prohibited from hanging decorations of any kind on hallway walls, ceilings, etc.
- Students are prohibited from leaving furniture in the hallway. If any room furniture is lost during the course of the student's stay in the room, the student will be charged a replacement fee.
- Students are prohibited from hanging any items from sprinklers or near sprinklers that may interfere with sprinkler function.
- When hanging pictures, posters, etc., do not use the following items on the wall: transparent tape, double stick tape, adhesive stick-on corkboard, nails and screws. Adhesive or nails that damage the wall will be assessed during room inspection. Blue painters tape should be used to tape smaller items to walls in the residence areas. Adhesive poster putty that leaves no residue is also recommended to hang posters. Framed photos should not be hung on walls. Students are responsible for any damage done to walls after they move in.
- Holiday candles are not permitted in University owned student residences. Students seeking to honor religious observations should contact the Director of Residence Life for approved locations and guidelines.
- Live trees and wreaths are prohibited in student rooms/apartments. Non-UL approved lights are prohibited from being used. Only UL approved lights and small non-heat producing lights can be used. All decorations must be removed prior to the term break.
- Underage students are not permitted to display alcohol bottles in their residence hall room. Displays of drug paraphernalia are prohibited for all students.
- While students may use their discretion in postings on the outside of their room/apartment door, any postings must be respectful of community members and cannot violate the Honor Code. (This includes items that may lead to mental or bodily harm to others or self and any items that may create a civil disturbance).
- Students in the Fifth Avenue apartments are not allowed to renovate, or paint their apartment. Only small nails should be used when hanging pictures on walls.

Room Keys

Upon arrival, each resident student will be given a room key. If a student should lose a key or fail to return it at the end of the year or any other time of checkout, the student will be billed \$50.00 for a core change and two replacement keys. Students may incur additional charges for each additional key needed for the room (i.e. cost for a triple room would be \$100.00).

Roommates

Fostering a positive relationship between roommates is an important piece of residential living. Not all roommates are best friends, but it is imperative that they establish a respectful relationship. The Residence Life staff is available to assist students every step of the way. A roommate relationship can bring out social, cultural and values conflicts. Residents can complete a roommate agreement with their RA in order to help establish communication and to create common guidelines for their room. It is important for roommates to know their expectations for each other.

Solicitation and Advertising

The University prohibits solicitations, sales or door-to-door canvassing by students or non-students on University property. Solicitation and sales of non-University items are prohibited in the residence halls without approval from the appropriate University official. Residents are not permitted to run private businesses from their campus residence.

Posters and signs which are not offensive to the community members and approved through the Office of Student Affairs may be hung in public areas of the campus with the exception of front doors of buildings. The student government requires organizations advertising by chalking to notify the CSG Advisor in advance of chalking sidewalks. The CSG Advisor will provide guidelines for chalking for any group. In addition, in order to keep a clean environment and to promote current events, each community member is asked to remove signage for her/his event within 48 hours of the event. Failure to do so may result in loss of sign hanging privileges in the residence halls.

Smoking Policy

It has been stipulated by Chapter 617 of the Smoking Pollution Control Ordinance that: "The right of smokers to smoke ends where their actions affect the health, well-being, and comfort of others." Smoking is prohibited in all residence areas on campus, including rooms, hallways, lounges, and computer labs. This includes electronic cigarettes (i.e. e-cigarettes or vaping). Students and guests who smoke outside the residence areas must be at least five feet away from entry doors while smoking and properly dispose of cigarettes. Students found throwing their cigarette butts on the ground will be fined \$25 and possibly face more serious disciplinary action. Cigarette butts contain fibers that are not biodegradable, tox-ins that are harmful to the environment, and can cause fires. If cigarette smoke drifts into students' rooms/apartment windows and cause a disturbance to residents, the smoker will need to smoke elsewhere to limit the disturbance.

Storage

Chatham University does not offer storage to students. The Office of Residence Life has a brochure with contact information for local storage companies available for students.

Trash Removal

Students are expected to assume responsibility for the disposal of all personal trash. Residents who reside in the traditional residence halls (Woodland, Fickes, Laughlin, and Rea) must put trash in the main bins located in the designated areas of each residence hall. Residents who reside in the apartments must place trash in the dumpsters located in the apartment parking lots.

Two Year Residency Policy

The on-campus living experience is vital to the growth and development of the whole student. All students who have completed less than four terms of college/university are required to reside in on-campus housing for their first two years on campus. An exception to this is students who may live with parent(s) and/or legal guardians in the greater Pittsburgh area (within 30 miles of campus). Students choosing to live at home must register as a commuter and provide documentation to the Office of Residence Life. Students found in violation will face disciplinary review and fines up to the cost of housing. Gateway students may request an exemption to the residency requirement by contacting the Office of Residence Life.

Vandalism & Damage to University Property

All campus residents should be concerned with the safety and handling of University property- both in individual rooms and public areas. Residents should do their best to see that University property is not damaged or stolen. Respect for the residential environment is crucial to developing a residence hall community in which members can take pride in their environment.

You and your roommate(s) are responsible for any damage, misuse, or theft of University property that occurs in your residence hall room. You must pay a replacement, reassembly, or repair cost for any missing or damaged property.

Individual Room Damage Policy

By taking occupancy of the space, you accept its conditions at such time and assume responsibility to maintain the space and any common areas in which assigned space is located in a clean, safe, and undamaged condition at all times. At the beginning of each academic year, a Room Condition Report (RCR) is completed by the RA and given to the residents to review, edit, sign and turn in.

Residents failing to return their RCR within a week of their move-in will be held responsible for any additional damages incurred during their residency. Upon vacating a room, the Residence Life staff will conduct an inspection using the original RCR as a basis for assessing any missing or damaged furnishings or property of the University. Once the inspection has been conducted, the GRD, AC, or AD will forward the completed form to the Director of Residence Life. If it is determined that fines for damages or missing property are to be issued, the resident(s) of the room will be billed accordingly. Damage costs will be split evenly among residents unless specified otherwise by the residents.

Billing for individual room damage is completed after residents move out of their room. Students are responsible for the damage costs that are listed in the Terms and Conditions of Residence Living for each year. The Office of Residence Life must

receive appeals to damage charges in writing within two weeks of the issuance of the bill. After that time, appeals will not be granted.

Common/Public Area Damage Policy

When individual responsibility for damage and loss in public areas (e.g., bathrooms, lounges, etc.) cannot be determined, a charge will be made to all students within a responsibly defined area (e.g., room, floor, building, etc). If the individual(s) responsible for damaged or stolen property cannot be identified, the cost of damages to any common/public area of a hall will be assessed and divided among the residents as appropriate. The GRD will work with the students and staff in the residence area to determine, if possible, who is responsible for the damage. If the bill is to be divided among residents, the Residence Life staff will notify those residents of the costs per person that will be charged to their student account. Common area damage may not be appealed.

Visitation/Guest Policy

A residence hall guest is considered to be any person who is not a resident of that hall. Chatham students not residing in the residence area in question are still considered guests of that residence area.

Visitation hours are as follows:

- Sunday through Thursday: 8:00 a.m. to 12 midnight
- Friday and Saturday: 8:00 a.m. to 1:00 a.m.

Guests in the building past midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday are considered overnight guests.

The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

- Visitation must always be with the mutual consent of all roommates. RA staff is available to assist roommates with establishing a room/apartment visitation agreement upon request or need.
- All guests must be signed in and signed out of the residence halls, including Chatham students not residing in the hall they are visiting. Guests must show picture ID when signing in and should be able to produce picture ID on request of a university staff member.
- Residents are responsible for signing in and signing out their non-Chatham guest. All guests must be signed in with a first and last name. Residents failing to sign in guests are subject to disciplinary action, including a residential fine. Residents shall not sign in guest(s) for other Chatham residents. Guests visiting apartments located on Fifth Avenue are not required to sign in and out. Nonetheless, guests on these premises must be escorted at all times while inside the apartment building and should carry picture ID.
- A Chatham residential student guest may sign into any residence hall as long as she is a guest of a member of that community or restricts her activities to the first floor common area. This privilege will be revoked if the student displays disruptive behavior in the residence areas.
- Guests must be escorted at all times by their host. This includes Chatham students who do not reside in campus housing. No exceptions.

- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hostess and also the guest(s).
- Residents are responsible for the action of their guest(s), including policy violations.
- Resident students may have no more than five guests at any given time.
- Resident students may have overnight guests, but only with roommate consent. (Except for fall term first-year students who cannot host overnight guest(s) until the evening of Chatham Eggnog). Please see First-Year Guest Policy.
- Resident students may have no more than two overnight guests at one time.
- Overnight guests may stay no more than three consecutive nights in the residence halls and for no more than two weekends each month. Residence Life staff will use disciplinary action if a guest has been in the residence hall beyond the stipulated three consecutive nights and visits overnight for more than two weekends each month.
- Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused.
- Guests are not permitted individual access to University's facilities, including laundry machines and kitchens. They may only use these facilities in conjunction with their student host but never for their personal usage.
- Guests cannot be left alone in their host's room or apartment while their host is away for an extended time (this includes while the hosts are in class). Such action leaves guests unescorted.
- Resident students must have permission from a GRD, CRL, or AD to have a guest under the age of ten.
- Residence halls or apartments shall not be used for baby-sitting.
- Paid entertainment is not permitted in residence hall rooms unless approved by the Director of Residence Life.
- Exceptions to the Guest Policy can be made through a building's GRD, AC, CRL, or AD with advance notice.

First-Year Student Guest Policy

Fall term first-year students are not permitted to have overnight guests until the evening of the traditional Chatham Eggnog (the first Friday of December). This policy is firm unless there are unusual circumstances, which are approved by the building's CRL, AD, or GRD. This includes Chatham students sleeping over in other students' rooms.

Guests of fall term, first-year students must leave the residence hall by midnight on Sunday night through Thursday night and by 2:00 a.m. on Friday and Saturday nights. Guests may not return to campus until at least 8:00 a.m. the following day. All other visitation regulations apply to first-year students.

Work Order Requests

Guidelines for maintenance, housekeeping, and facilities requests for any residence hall area:

- Students must contact their RA or GRD with a work order request as soon as the problem comes to their attention. Any staff member in Facilities, Student Affairs, etc. may request work to be completed in a residence area by submitting a work order request via e-mail or phone. Requests should be as specific as possible to ensure timely follow up.

- All pertinent dates must be given to the RA or GRD before submitting the request. Please be as specific in your request as possible to ensure prompt response. GRDs will submit student requests on a daily basis Monday through Friday.

In case of a maintenance emergency (e.g. smell of gas, water leaks, or other immediate safety hazard) contact Facilities Management at 412-365-1273 during normal working hours (9:00 a.m. to 5:00 p.m.). For emergencies that occur during the evening or weekend hours, contact ResLife On-Call at 412-365-9003 or Public Safety at 412-365-1230.

General Housing Information

New Students

First year students are matched based on the information self-reported on the roommate questionnaire. By hand matching roommates and not using an automated system like larger schools, we are able to match the reported living styles and to find compatible interests. After their first year, residents find their own roommates and pick their rooms through Room Draw in early April.

Newly admitted students should pay a \$150 advanced housing reservation fee shortly after their admission to be assigned to campus housing. After deciding to attend Chatham and paying the initial deposits, students will receive the New Student Information Packet at their mailing address. Students need to complete the Residential Student Survey through the Campus Vue portal to be assigned to campus housing. Students submitting their application by June 1 will be assigned a room and roommate by the end of June.

Students are notified of their housing assignment and roommate(s) via e-mail to their Chatham University e-mail account. Students requesting housing after June 1 will be assigned as spaces are available. Any questions about housing assignments should be addressed directly to the Office of Residence Life. Chatham University Residence Life program offers a choice of several campus residential options, each with its own special features. Only full-time registered students are eligible to participate in Room Selection and to live on campus. By participating in room selection and signing a housing contract, students agree to abide by all University policies and procedures. The housing contract extends for the full academic year and cannot be broken at any time. Students not in good financial standing, as determined by the Office of Student Accounts, will have their housing assignments deleted.

Returning Students

Room selection will occur in the spring term. Students with fewer than four complete undergraduate terms should plan on participating in room selection to live on campus if they are not living in the Pittsburgh area with a parent or legal guardian. Students unable to attend in person should designate a proxy through the Office of Residence Life to choose their assignment for them.

The housing reservation fee of \$150 is due to Student Accounts in order to participate. Afterwards, students should log in to myChatham to pick a lottery number. Please note: the student's account must be current in order to pick a lottery number.

Summer Housing

Applications for summer housing are made available in conjunction with room selection for the following academic year. A limited number of spaces are available in Laughlin and Rea Houses to house Chatham students during the summer. Degree-seeking, full-time Chatham students who meet the following criteria qualify for summer housing:

- Enrollment in summer classes (including internships) at Chatham or one of the PCHE institutions during one or both of the summer sessions. Chatham credit must be received.
- Working a summer job on Chatham's campus during the summer months. Students will need to specify the department for which they will work in their application.
- Being an international student unable to go home over the summer and without alternative housing available.
- Summer Housing residents move directly from spring into summer housing after the residence halls close for Maymester and move from summer into fall housing during a pre-determined move-in date in August. Flexibility outside of these move-in dates is **not** possible due to the needs of the Office of Facilities Management, Continuing Education, and Residence Life in May and August.

Early Arrivals

Students may not return to campus before published move-in dates in August or January without permission of the Office of Residence Life. Students who arrive early without permission will not be issued a key, will not be given access to the room, and will be asked to vacate the premises by University officials. Students and their families are expected to plan work schedules, vacations, etc., around the University move-in dates and times.

Late Stays

Students are required to vacate their rooms within 24 hours after their last final exam or by the time residence halls close. Failure to leave within this timeframe will result in disciplinary action, fines and being asked to vacate the premises by University officials. Travel plans should be made well in advance. **Exceptions will not be made because of poor planning.**

University Break Periods

The University observes several break periods throughout the year. Please refer to the current year Terms and Conditions of Residency for occupancy dates.

Spring Break, Long Weekend, Thanksgiving

The residence halls remain open during these University break periods. Students may be asked to register to stay during this time with the Office of Residence Life to ensure appropriate staffing.

Winter Break

Chatham's residence halls and apartments only close during the academic year during Winter Break. During this time, the residence halls and apartments are closed. The University restricts who is permitted to remain on campus during breaks to athletes with practices and/or games during the break, international students, students who are cross-registered at another institution that is still conducting class, students who have an on campus job and are needed to work, and students whose permanent address is

more than 350 miles per way. Verification may be required in order to process a request. Students who would like to request permission to stay in the residence halls during winter break must complete a Winter Housing Request form by November 14 to be considered. Not all requests are approved. Food Service and Residence Life staff may not be available during winter break and students are responsible for making their own provisions.

Chatham University's Living and Learning Communities

Chatham University's mission is dedicated to the growth of women's leadership, sustainability and the environment, foster global citizenship, and innovation & research. The Office of Residence Life & Student Activities – Student Affairs is committed to supporting these initiatives through the implementation of Living-Learning Communities (LLCs). These LLCs will not only strive to encourage the seven dimensions of wellness as a mindset and holistic way of living, but also provide leadership opportunities through programmatic efforts that promote both academic and social interests beyond the traditional classroom. LLCs aim to create a cohesive and supportive living environment that focuses on the particular interests of students.

The Living Learning Communities follow the campus programming model called the Seven Dimensions of Wellness. These dimensions aim to enrich the student and resident experience by meeting the various needs to create a holistically healthy individual.

Seven Dimensions of Wellness: The Path to Personal Health

- **Physical Wellness:** fitness/exercise, diet/nutrition, sexual health, and sleep
- **Emotional Wellness:** strong sense of self and ability to share a wide range of feelings constructively
- **Intellectual Wellness:** open to new ideas, think critically, and empowered to seek out new challenges
- **Social Wellness:** interaction with others
- **Spiritual Wellness:** able to find meaning in life, can see your place in the world, and have a sense of individual purpose
- **Environmental Wellness:** reach toward a sustainable lifestyle and promote an environment that supports good health for all
- **Diversity and Social Justice Wellness:** exploring, appreciating, and experiencing various cultural traditions, practices, values, and issues.

Any resident or commuter can choose to participate in the Living Learning Community events. There will be general events focused on the seven dimensions and promoted to all communities/residents. Additionally, students can choose to reside in the focus areas below..

Global Citizen LLC

Location: Laughlin House

Wellness Dimensions: Intellectual, Social, and Diversity and Social Justice

The Global Citizen Living Learning Community is a unique residential community for both domestic and international students interested in gaining global perspective

through daily life and organized programs. This is a great opportunity for those students interested in studying abroad and developing friendships with their peers from different cultures and countries. All majors and disciplines are accepted.

Rachel Carson Environmental Sustainability LLC

Location: Rea House

Wellness Dimensions: Intellectual, Social, Environmental, and Diversity and Social Justice

Named after a notable Chatham alumna, this Living Learning Community is intended for students interested in improving their leadership skills, supporting the mission initiative of sustainability, and promoting positive environmental practices on Chatham's campus and the surrounding community. All majors and disciplines are accepted.

Women's Leadership LLC

Location: Fickes Hall

Wellness Dimensions: Intellectual, Social, and Diversity and Social Justice

In keeping with the traditions of Chatham's history, this Living Learning Community will work to foster a sense of community among the women at Chatham, work with students to develop a sense of their potential, and demonstrate that women continue to affect change in society and the world. All majors and disciplines are accepted.

Office of Residence Life Documentation Process

Any interaction with a member of the Residence Life Staff (RA, GRD, CRL, DRL) regarding residential concerns will result in confidential documentation which describes the concern, individual(s) involved, and steps taken to address the concern. All items which are documented are kept confidential and only reviewed by the professional staff in the Office of Residence Life of the Division of Student Affairs. Upon reviewing the documentation, a student may be contacted via e-mail to request of a meeting between the student and a professional staff member from the Office of Residence Life.

Office of Residence Life & Student Activities – Student Affairs Policy Violation Process

Serious issues or violation of the Residential Student Handbook will result in a meeting with a professional staff member in the Office of Student Affairs, Residence Life. The judicial process is a confidential experience for each student; therefore, the Residence Life Staff member will not disclose information about meetings with other individuals who were present at the time of the incident(s). When multiple students have been involved in a potential policy violation, professional staff members will meet with all students on an individual basis. **Please note:** *One concern may contain multiple violations of the Residential Student Handbook, and will be addressed within the one meeting. If the violation(s) include Honor Code Violations, the list of applicable charges is made and referred to the Vice President of Student Affairs and Dean of Students.*

General Overview

When a meeting is deemed necessary, the student will be contacted via Chatham e-mail within three (3) business days of the incident/filed report by the Residence Life Staff Member to arrange a meeting to discuss the potential policy violation(s). Meetings

should be viewed as an opportunity for students to share their experience and input about the potential policy violation.

- The student must respond to the hearing request letter within five (5) business days of the date the e-mail was sent. It is the students' responsibility to check their Chatham e-mail regularly. **Please note:** *failure to respond to the hearing request letter to schedule a meeting will result in the Residence Life Staff member determining whether the student is found responsible based upon the information that is available. Failure to respond to the meeting request means the student waives the right to file an appeal of the decision with the Director of Student Affairs & Residence Life.*
- The meeting must be held within ten (10) business days of the original e-mail requesting a meeting. **Please note:** *Failure to attend the meeting will result in the Residence Life Staff member determining whether the student is found responsible based upon the information that is available. Failure to attend the scheduled meeting request will also mean the student waives the right to file an appeal of the decision with the Director of Student Affairs & Residence Life.*
- Within one week of the meeting, the student will be sent a decision letter via Chatham e-mail which will indicate if he or she has been found responsible or found not responsible for the policy violation. If the student is found responsible for the policy violation, the letter will list all sanctions which have been assigned, the deadline for the sanctions, and the information needed to complete the sanctions.

Sanctions

All sanctions, which are assigned by professional Residence Life staff members, are fully supported by the Office of Student Affairs, Residence Life and are expected to be upheld and respected. Failure to complete an assigned sanction may result in further disciplinary action and a meeting with the Director of Student Affairs & Residence Life. The Office of Student Affairs, Residence Life acknowledges that each policy violation is unique and may result in either of the types of sanctions below or a combination of the two.

Types of Sanctions

- Monetary Sanctions
 - Violations resulting in monetary sanctions must be paid in full to the Office of Residence Life by the date indicated in the decision letter. Students may pay monetary sanctions via check or cash. All students will receive a receipt to verify the date the payment was received. Students must make the payment to an Office of Residence Life professional staff member.
 - If a student is unable to pay the sanction by the assigned date, it is the student's responsibility to contact the professional staff member who hosted the meeting to request an extension of the deadline or an alternative sanction
- Educational Sanctions
 - Some policy violations may result in educational sanctions in which the student is expected to complete an assignment based on the policy in question
 - On-campus community service may be assigned as a result of a policy violation.

- If a student is unable to complete the assignment by the deadline in the decision letter, it is the responsibility of the student to contact the professional staff member who hosted the meeting to request an extension of the deadline or an alternative sanction.

Appealing a Sanction

If a student feels that a sanction is disproportionate to the policy he or she has been found responsible for violating or feels that there is other information that would change the decision, he or she is welcome to appeal the decision with the Director of Student Affairs and Residence Life. To appeal a sanction, the following must be completed and submitted in writing to the Director of Student Affairs and Residence Life within seven days (including weekends) of the date you received the decision letter. To make an appeal, please complete the following process:

- Contact the Director of Student Affairs and Residence Life in a formal letter via e-mail or hard copy requesting to meet.
- Include the date of the violation, the location of the violation, and a brief synopsis of why the decision is being appealed. As the decision letter indicates, there are three reasons to file for a new appeal: new information that was not available at the time of the decision, a violation of procedure, or a decision or sanction that is disproportionate to the violation.
- Submit a list of times you are available to meet and discuss the decision

Please note: The above procedures are meant to inform the students of the Office of Residence Life's basic judicial process. The Office of Residence Life reserves the right to amend the process and sanctions as determined necessary by the Office of Residence Life.

All residents are asked to read and sign the Terms and Conditions of Residency during the check-in process.

Terms & Conditions of Residency 2015-2016

This contract is for a bed space in Chatham University owned housing for the academic year (or balance thereof). It becomes legally binding (1) when completed, signed, and returned to the Office of Residence Life & Student Activities – Student Affairs (2) when the resident accepts a room key for a University residence or (3) when the resident signs their lease agreement. By signing this contract or by occupying a room, the student assumes responsibility for payment of the rates established by the University and agrees to all the terms and conditions contained within this document as well as the policies of Chatham University contained in the Student Handbook and Course Catalogue.

Violation of these terms and conditions or any other applicable rules, policies, or procedures incorporated by reference herein, or any other official University publication, such as the Student Handbook (available online), may subject the student to disciplinary action and/or fines; including, but not limited to, termination of the student's occupancy in a residence hall room/apartment and/or suspension or expulsion from the University.

Eligibility/Assignments

When concerning Chatham students, only full-time students who have made all required deposits, payments, and are in good academic, conduct and financial standing are eligible for housing. When concerning Non-Chatham residents, only residents who have made all required deposits and are not in delinquency of rent are eligible for housing.

- a. All undergraduate students living in the residence halls and the undergraduate apartment complex must use one of the residence hall meal board plans offered by the University.
- b. Upon withdrawal from the academic year housing contract, the student must vacate the room within 48 hours or by individual arrangements made with the Director of Student Affairs & Residence Life.
- c. The University reserves the right to relocate students should the need arise. The University reserves the right to assign students to any vacant space and without prior notice as necessary.
- d. Room changes are allowed with prior approval only. Only students assigned to a given room may reside in that room.

Roommate preference based upon race, color, religion, sexual orientation, socioeconomic status, physical characteristics, or national origin will not be accommodated; in addition, room changes will not be granted for any of the above reasons.

Contract Termination and Refunds

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except if the student officially withdraws from the University, is granted a leave of absence, or is granted specific permission to do so from the Director of Student Affairs & Residence Life or Vice President of Student Affairs. A non-refundable housing reservation fee of \$150.00 must be made to Student Accounts prior to room assignment.

If for any reason the student ceases to be eligible for residence, the student must promptly vacate the assigned space within 48 hours and cancel the housing contract with the Director of Student Affairs & Residence Life.

If a student gives the University written notice of withdrawal prior to the first day of the fall semester, the student will be refunded all advance payments of room and board except for the \$150.00 housing reservation fee. In the event of a cancelled housing contract after the start of classes, a prorated refund for room and board will be made according to the terms listed in the University refund policy (available in the Course Catalogue).

Contract Period/Dates

The housing contract begins at the time the student takes occupancy of the assigned space and extends for the academic terms only.

- a. 2015 fall term housing opens to first-year and transfer students at 10:00 a.m. on AUGUST 26, 2015 and to returning students at 9:00 a.m. on AUGUST 29, 2015. All residence halls and undergraduate apartments close for the fall semester at 8:00 p.m. on DECEMBER 17, 2015. Students are not allowed to enter or occupy the residence halls after this time.
- b. 2016 spring term housing opens to all undergraduate students at 9:00 a.m. on JANUARY 3, 2016. All residence halls and undergraduate apartments close for the academic year at 5:00 p.m. on APRIL 23, 2016 unless student is enrolled in a Maymester course. Then the residence halls and undergraduate apartments close on MAY 14 at noon, 2016. Students are not allowed to enter or occupy the residence halls after this time.
- c. Housing for the winter break, DECEMBER 17, 2015 to JANUARY 3, 2016 may be available via registration on an as needed basis.
- d. For all graduate housing residents who plan to no longer occupy housing in the Spring 2016 term, fall move-out occurs on DECEMBER 18, 2015. Your key card access will no longer work after 5:00 p.m. on the corresponding move-out day.
- e. For all graduate housing residents who plan to no longer occupy or were not approved for housing in the summer 2016 extension, spring move-out occurs on May 20, 2016. Your key access will no longer work after 5:00 p.m. on the corresponding move-out day.
- f. The student will be billed \$50 per day (or part thereof) for occupancy before or after these published contract dates unless prior arrangements have been made and approval received from the Director of Student Affairs & Residence Life or Vice President of Student Affairs & Dean of Students.

Abandoned Premises

The University will consider the room to be abandoned if the tenant does not reside in the residence hall room/apartment for more than two weeks without notifying the University. In such cases, the University may enter the room without liability and reassign the room for any portion of the term. The University will make reasonable attempts to contact the student to arrange for the exchange of any possessions left in the room/apartment. In the event that the student cannot be contacted or does not cooperate, the University will treat any possessions left on the premises as abandoned goods and make arrangements to remove said possessions from the abandoned room. The University shall not be obliged to hold the resident's property longer than 7 (seven) days after determining the room to be abandoned before disposing of it, with no liability to the resident. The resident shall assume the expenses for such removal of property and for the amount of time property was stored on campus.

Condition of Premises/Damage

By taking occupancy of the space, the student accepts its condition "as is" at such time and assume responsibility to maintain the space and any common areas in a clean, safe, and undamaged condition at all times. Each student will be required to complete a

Room Condition Report (RCR) with a Residence Life Staff member at the beginning of the academic year. Any student who fails to complete the RCR within a week of taking occupancy will forfeit the right to document the condition of their room at the time of occupancy. The student further forfeits the right to appeal end of year damage or cleaning charges. At the end of occupancy, each room will be inspected and damage beyond normal wear and tear will be charged accordingly.

- a. The student shall reimburse the University upon demand for all damages for expenses which the University may suffer or incur for repair of a room or facility in the residence, for the repair or replacement of University provided furniture, caused by misconduct or neglect of the student or of the student's guest(s).
- b. Common areas, such as kitchens, bathrooms, and lounges, are the responsibility of all residents assigned to that building, apartment, and/ or room. If damages occur to common areas, all residents of that community will equally share damage costs if the responsible party is not found.
- c. When a student vacates the assigned space, the student must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when she commenced occupancy. Any personal property left in the room or the common areas will be promptly removed at the student's expense.
- d. The student shall not alter the room or other facilities of the residence (including but not limited to painting walls, putting nails in wall, and removal of University furnishings) therein in any way without the prior written consent of the Director of Student Affairs & Residence Life.
- e. Failure to pay any damage fees may be cause for refusal to permit registration or other such action as may be determined appropriate by the University until fees owed are paid in full.
- f. Furniture in residence hall/apartment rooms may not be removed or altered without the prior permission of the Director of Student Affairs & Residence Life. Costs of labor and repair or replacement of damaged items is determined in conjunction with the Director of Facilities and based on actual cost to replace, repair or clean the area or item(s).

Any of the other occupants, furnishings, and features of the room shall be assigned and may be changed only by Chatham University at any time at its discretion.

Personal Property: Indemnity

The University will not be liable, either directly or indirectly, for any loss by theft of personal property by residents or their guests or for any damage or destruction of such property by fire, water, or any other cause. The University advises that students insure personal property against loss, damage, or destruction arising from any cause.

Students shall indemnify, defend and save harmless the University from any claim, loss, damage, liability, or expense (including without limitation reasonable attorney's fees and court costs) arising from a) any breach by student of the University's terms, conditions, or rules, whether contained or otherwise incorporated by reference in these

Terms and Conditions and b) any injury to the student or any other person, including but not limited to any guests of the student, or property occurring in, on or around the residence hall/apartment area.

Compliance With Applicable Residence

Students are required to comply with federal, state, and local laws as well as all residential policies and procedures established by the University and the Residence Life staff included in this contract, in other official University publications such as the Student Handbook and assumed under this contract by reference. Such policies and procedures are available from the appropriate University offices. Students are responsible for informing themselves of such policies and procedures.

Air Conditioners

The University prohibits the use of all types of air conditioning units. Exceptions are provided by the Medical Accommodations Policy. All accommodation requests must be submitted the Director of Student Affairs & Residence Life prior to each academic year. See the Student Handbook for more information.

Alcohol and other Drugs

The University prohibits the use, possession or sale of illegal drugs and the possession or purchase of alcohol by any person less than 21 years of age.

Guests

The student is responsible for the conduct of any guest(s) at all times. All guests must comply with University policies and procedures.

No co-habitation is permitted; overnight guests are permitted no more than three consecutive nights (First-year students may not have overnight guests until December 4, 2015). Visitation is only allowed with the consent of any/all roommates.

Fire Safety

No candles and/or incense, decorative, religious, or otherwise, are permitted in student's residences

Failure to evacuate during a fire alarm and theft, tampering, or improper use of fire fighting, detection and/or alarm equipment is strictly prohibited.

The University prohibits the use or possession of firearms, fireworks, or any type of weapon.

Pets

No pets are permitted in student residences in the residence halls/apartments, with the exception of aquarium fish. There is a limited amount of graduate housing that is feline friendly. Contact reslife@chatham.edu for more information.

As every community is directed by changing needs, policies, and procedures are subject to periodic change.

The student agrees that they will abide by all residence hall/apartment policies and regulations as they appear in the Student Handbook and any supplements to the handbook that may be issued.

University Rights Of Residence

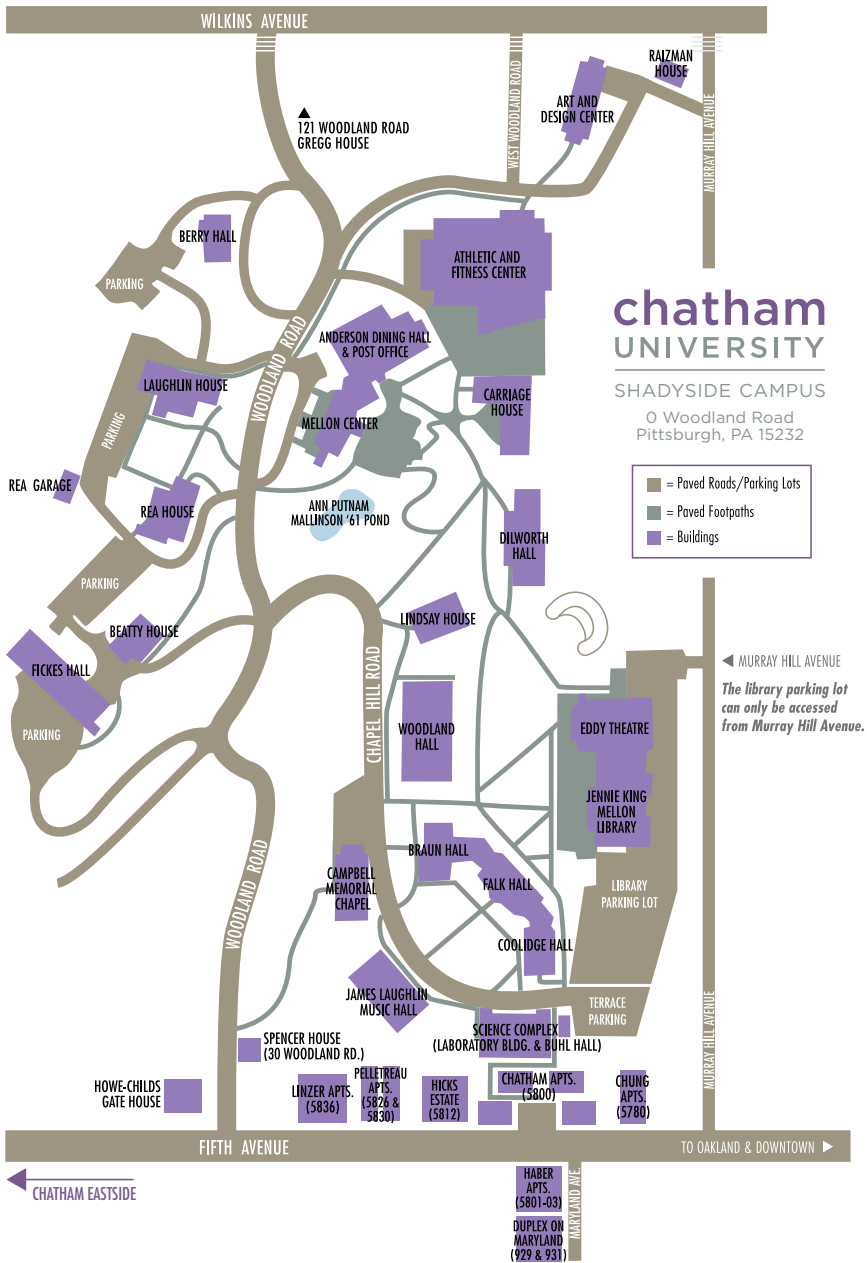
The University reserves the right to take the necessary and appropriate action to protect the safety and well-being of the residence hall/apartment community. This includes the right to terminate this contract or retake possession of a student's room should the student fail to maintain themselves as a student in good standing with the University regulations, or fail to comply fully with the terms of this agreement.

Right to Entry

The University reserves the right to enter any residence area, room or apartment for any of the following reasons: Maintenance; inspection; repair; in cases of clear emergency; to assume compliance with federal, state, and local laws and University policies; where there is cause to believe violation has occurred or is taking place; or, to aid in the responsibility of the University to maintain an educational atmosphere.

- a. Keys and University identification cards that have been coded for residence hall access may not be used in a negligent manner. Keys may not be duplicated or transferred to anyone other than the resident student who signs for them.

If the University has cause to believe a violation has occurred or is taking place, the University has the right to conduct a room search (most likely in the case of suspected illegal drug and/or alcohol possession and/or use). The University recognizes its responsibility to respect the right of the residential student not to have her/his privacy disturbed.



Shadyside Campus:
Woodland Road



Shadyside Campus:
Chatham Eastside



Eden Hall Campus

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Division III

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