Chatham University Traditions

For a full explanation of Chatham Traditions, see page 113.

**Fall Term Traditions / 2016 dates**

- Opening Convocation: Sunday, August 28
- Student Activities Fair & Athlete Meet and Greet: Tuesday, August 30
- Battle of the Classes: September 25-30
- Song Contest: Friday, September 30
- Harvest Fun Fest: Saturday, October 29
- Mocktails: Tuesday, October 31
- Halloween Dinner: Tuesday, October 31
- Thanksgiving Dinner: Wednesday, November 16
- Candlelight, Chatham Eggnog, and Holiday Ball: Friday, December 2
- Moonlight Breakfast: Thursday, December 8

**Spring Term Traditions / 2017 dates**

- Sledding on Chapel Hill: Whenever it snows!
- Airband & Senior Skits: Thursday, April 6
- Spring Formal: Saturday, April 8
- Spring Carnival: Saturday, April 15
- Moonlight Breakfast: Wednesday, April 19
- Closing Convocation: Thursday, April 20
- Senior Toast: Wednesday, April 26
- Graduate Toast: Thursday, April 27
- Senior Dinner: Friday, April 28
- Commencement: Sunday, April 30
- University Day (Bucket & Blossom Day and University Picnic): Friday, May 5
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 student academic planner and handbook 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.
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Welcome

Even though it’s been many years since I started my undergraduate and graduate studies, I’ve found that one never really forgets that mix of excitement (coupled with a bit of apprehension) at starting or renewing the journey of personal and professional growth that you are about to embark upon.

As I begin my new presidency at Chatham this year, that feeling is once again fresh in my mind! It’s yet another reason why, as I reflected on my own experiences as an undergraduate and graduate student, I was so pleased to discover all the things that Chatham University does, like providing this Student Academic Planner and Handbook, to help students sustain that initial excitement throughout the year, make great strides in their personal and professional growth, and lead healthy and happy lives while doing so.

I can relate to your experience on another level as well. I, like you, chose to come to Chatham not just because of its history of academic excellence, its incredible faculty and alumni, and its innovative spirit, but also because it stands for certain things of which I want to be a part. To be a part, as our mission states, of helping students build lives of purpose, value and meaningful work after they graduate. To be part of a new type of liberal arts university that combines the best of professional preparation for your field and the liberal arts skill-building necessary for success throughout your life. To be part of a University that believes in building healthy people and a healthy planet, and that does this while recognizing and respecting diversity of culture, identity and opinion. To be a part of the best possible place in Pittsburgh to learn and work.

I look forward to starting this new year and new journey with you, and to working with you and the other members of the Chatham community to further those things and common values that brought us all here. I can’t think of a better place to start this new year and journey than at Chatham, or a better group of people to share the experience with than you and the rest of the Chatham community.

I hope to be able to meet each of you to welcome you to the start of the new academic year. Until then, all the best to each of you on a great new year.

David Finegold, DPhil
President
President, David L. Finegold, 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
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Walt Fowler
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Vice President for Student Affairs and Dean of Student
Zauyah Waite, Ph.D.
412-365-2794

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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 our dynamic institution! Things at Chatham are more vibrant than ever, with our fully co-educational institution, 17 thriving NCAA Division III collegiate sports teams, and our Chatham Plan for undergraduate education. 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,

[Signature]

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, Mary Utter, Ph.D., 412-365-1482, mutter@chatham.edu
• Asst. Dean of Students, Heather Black, 412-365-2726, hblack@chatham.edu
• Executive Secretary, Alia Schindler, 412-365-1286, bschindler@chatham.edu
Athletics Department

- **Director of Athletics**, Leonard Trevino, 412-365-1650, ltrevino@chatham.edu
- **Asst. Director of Athletics**, Brian Urso, 412-365-1454, burso@chatham.edu
- **Head Coach, Baseball**, Timothy Banner, 412-365-1545, 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**, Andrew Garcia, 412-365-1649, agarcia@chatham.edu
- **Head Coach, Women's and Men's Cross Country and Track & Field**, Jon Morrow, 412-365-2954, j.morrow@chatham.edu
- **Head Coach, Women's Ice Hockey**, Jason Evans, 412-365-1265, jevans@chatham.edu
- **Head Coach, Men's Ice Hockey**, Michael Callan, 412-365-1763, m.callan@chatham.edu
- **Head Coach, Women's Lacrosse**, Alyssa Batty, 412-365-1730, a.batty@chatham.edu
- **Head Coach, Men's Lacrosse**, Phil Dodson, 412-365-1745, p.dodson@chatham.edu
- **Head Coach, Women's Soccer**, Betsy Warren, 412-365-2953, bwarren@chatham.edu
- **Head Coach, Softball**, Vacant
- **Head Coach, Women's and Men's Swimming & Diving**, Carter Crosby, 412-365-2945, c.crosby@chatham.edu
- **Head Coach, Women's and Men's Volleyball**, Dylan Lasher, 412-365-2959, d.lasher@chatham.edu
- **Head Athletic Trainer, Senior Woman Administrator, and Student Athletic Advisory Committee (SAAC) Advisor**, Laura Dillaman, 412-365-2946, ldillaman@chatham.edu

Career Development

- **Director of Career Development**, Vacant, 412-365-1524
- **Asst. Director of Career Development – Internships, Experiential Learning, and Career Advising**, Crystal Vietmeier, 412-365-1525, cvietmeier@chatham.edu
- **Asst. Director of Career Development – Student Employment**, Kate Sheridan, 412-365-2762, k.sheridan@chatham.edu
- **Coordinator for Career Development – External Realions**, Lauren Tudor, 412-365-1280, l.tudor@chatham.edu
- **Coordinator for Career Development – Student Career Counseling, Outreach, and Resources**, Lesli Somerset, 412-365-1593, l.somerset@chatham.edu

Office of Residence Life and Student Activities

- **Director of Residence Life & Student Activities**, Shawn McQuillan, 412-365-15916, s.mcquillan@chatham.edu
- **Assoc. Director of Student Activities & Residence Life**, Stephanie Alvarez Poe, 412-365-1281, salvarezpoe@chatham.edu
- **Coordinator of Residence Life & Student Activities, Shadyside**, Devin Fabian, 412-365-1224, dfabian@chatham.edu
- **Coordinator of Residence Life & Student Activities, Shadyside**, vacant, 412-365-1225
- **Coordinator of Residence Life & Student Activities, Eden Hall**, vacant
- **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
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Academic Affairs ............................................. 412-365-1157

Academic Deans

Patricia Downey, Ph.D., Dean, School of Health Sciences .......................... 412-365-1199
Darlene G. Motley, Ph.D. Dean, School of Arts, Science & Business .......... 412-365-2970
Peter Walker, Ph.D., Dean, Falk School of Sustainability ....................... 412-365-1842

Administration and Finance ..................................... 412-365-1105

Admission ............................................................. 412-365-1290

Athletic and Fitness Center

Front Desk .......................................................... 412-365-1519
Intramurals & Outdoor Recreation ........................................ 412-365-1625
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

Communiqué (Student Newspaper) ..................................... 412-365-1622

Community Programs .................................................. 412-365-1147

Copy Center (Ricoh) .................................................... 412-365-1108

Counseling Services .................................................. 412-365-1282

Dining Services, Office Manager ............................................ 412-365-1506

Eden Hall Campus

Eden Hall Day Camp .................................................. 412-365-1148

Facilities .................................................................. 4120365-1183

Falk School of Sustainability ............................................. 412-365-1347

Food Studies ................................................................ 412-365-1637

Residence Life and Student Activities .................................... 412-365-1479

Facilities Management .................................................. 412-365-1273
Fickes Hall Front Desk ................................................. 412-365-1531
Financial Aid .......................................................... 412-365-2781
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 ................................................ 412-365-1388
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
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 ....................... 412-365-2920
Student Accounts ..................................................... 412-365-2719
Student Activities ..................................................... 412-365-1281
Student Affairs and Dean of Students ......................... 412-365-1286
Study Abroad .......................................................... 412-365-2714
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 .................................................... 412-365-1578
Woodland Hall Front Desk ....................................... 412-365-1657
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NOTES

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New international student arrival and move in, 8:00 a.m.

New International Student Orientation, 9:00 a.m., Welker Room

New & Transfer Student Move-in & Orientation, 9:00 a.m., Various
**New & Transfer Student Orientation**
English Language Program New Student Orientation, 9:00 a.m., TBD

**Janmashtami**

**New & Transfer Student Orientation**
Voter Registration in Anderson, 11:30 a.m., Anderson Dining Hall
Women’s Equity Day, 11:30 a.m., Anderson Dining Hall
Food Students – National Food Writers Event, TBD, Eden Hall

**Global Focus**
Year of Canada Library Display
Begins August 15
**SUNDAY**

28

**New & Transfer Student Orientation**  
Graduate Student Orientation, 2:00 p.m., Eddy Theatre  
Opening Convocation, 4:00 p.m., Chapel

**MONDAY**

29

**First Day of Classes**  
Making the Most of a Mentoring Relationship, Noon, Dilworth Hall  
Student Technology Workshop: MacBook  
Monday: Basics of using the MacBook Air, 3:30 p.m., JKM Library, Room 103  
Community Hall Night, 8:00 p.m., All Residence Halls

**TUESDAY**

30

Student Activities Fair & Athletic Meet & Greet, 10:00 a.m., Quad  
Corn Hole/Kan Jamz Kickoff, 10:00 a.m., Quad  
Making the Most of a Mentoring Relationship, 11:30 a.m., Dilworth Hall  
Technology Tuesday: Moodle, 11:30 a.m., JKM Library, Room 103  
Matzah Ball Soup, 11:30 a.m., Café Rachel  
Student Employee Orientation, 5:00 p.m., Dilworth Hall  
Dine with the Deans Class of 2020, 5:30 p.m., 126 Woodland  
Food Truck Round Up, 6:00 p.m., AFC Patio

**WEDNESDAY**

31

Internship Preparation Workshop, Noon, Dilworth Hall Conference Room  
Ice Cream Social, 4:30 p.m., Mellon Board Room patio  
Making the Most of a Mentoring Relationship, 5:00 p.m., Dilworth Hall  
Dine with the Deans Class of 2020, 5:30 p.m., 126 Woodland (Dean of Students’ Home)  
Inflatables Extravaganza, 6:00 p.m., Quad  
Eden Hall Mug Club, 6:00 p.m., Esther Barazzone Center
Carriage House Fun Day, 10:00 a.m., Carriage House
CSG Senate Meeting, 11:30 a.m., Conover Rm
Internship Preparation Workshop, 11:30 a.m., Dilworth Hall Conference Room
Central Blood Bank Blood Drive, Noon, McCrady Cafe
Student Employee Orientation, 4:00 p.m., Dilworth Hall
SAA’s Ice Cream Social, 5:30 p.m., Mellon Board Room
Outdoor Bubble Soccer, 6:00 p.m., Quad
Women’s Volleyball vs. Marietta College, 7:00 p.m., AFC Gym

Internship Preparation Workshop, Noon, Dilworth Hall Conference Room
Class of 2020 Candidate Filing Forms Due, 5:00 p.m., Office of Student Affairs
Three Rivers Adult Interdenominational Links, 7:00 p.m., East Liberty Presbyterian Church
Welcome Back Dance with DJ Jeph, 8:00 p.m., Wlker Room

Grocery Shuttle, 10:00 a.m., Meet at Chapel
Pirates Game, 7:00 p.m., PNC Park

September is:
Hispanic Heritage Month (Sep 15-Oct 15)
National Sickle Cell Awareness Month
National Ovarian Cancer Awareness Month
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**SUNDAY**

- Sandcastle, 10:00 a.m. Depart from AFC Patio
- R.I.S.E. Family Dinner, 4:00 p.m., TBD
- Movie Under the Stars: Double Feature, 9:00 p.m., Quad

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**MONDAY**

- Labor Day, No Classes
- Intramural Outdoor Volleyball Tournament, 1:00 p.m., Quad
- Community Hall Night, 8:00 p.m., Fickes

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**TUESDAY**

- Add/Drop Period Ends
- Last Day to Apply, Fall 2016 (December)
- Degree Conferral
  - Class of 2020 CSG Elections, All Day, Moodle
  - Good Morning Grads!, 8:30 a.m., Chatham Eastside Mezzanine
  - UBC, 11:30 a.m., Devore Room
  - Gateway Lunch, 11:30 a.m., PCW Room
  - Study Abroad information session, 11:30 a.m., Coolidge 044
  - Technology Tuesday-Moodle, 11:30 a.m., JKM Library, Room 103
  - Matzah Ball Soup, 11:30 a.m., Café Rachel
  - Absentee Ballots Info Session, 4:00 p.m., Women’s Institute Conference Room

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**WEDNESDAY**

- Carriage House Fun Day, 10:00 a.m., Carriage House
- R.I.S.E. Where Did The Time Go? Study Skills and Time Management Tips, 11:30 a.m., Mellon Board Room
- Chalk the Quad, 4:00 p.m., Quad
- W’s Volleyball vs. La Roche, 4:00 p.m., AFC Gym
- GSAW Wine Wednesday, 4:30 p.m., Carriage House
- GSAW: Tapas & Wine with the Deans, 5:30 p.m., 126 Woodland
- Women’s Soccer vs. Pitt Greensburg, 7:30 p.m., Highmark Stadium
- Women’s Volleyball vs. Westminster, 8:00 p.m., AFC Gym
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<td>Sept 5</td>
<td>PACE Center Open House, 11:00 a.m., JKM Library, 3rd floor</td>
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<td>CSG Senate Meeting, 11:30 a.m., Conover Rm Library Workshop: Library 101, 11:30 a.m., LCC1</td>
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<td>Chabad on Campus Lunch N Learn, 11:30 a.m., Carriage House</td>
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<td>Squash Clinics, Noon, AFC Squash Court Global Mixer, 3:30 p.m., Mellon Board Room Graduate Student Mug Club, 4:00 p.m., Eastside Café</td>
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<td>PLEN Info Session, 4:00 p.m., Women’s Institute Conference Room</td>
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<td>Hip Hop Cardio, 5:00 p.m., AFC Dance Studio</td>
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<td>Therapy Dogs, 7:00 p.m., Fickes Hall</td>
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<td>Casino Night, 8:00 p.m., Carriage House</td>
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**Graduate Student Appreciation Week**
September 5-9
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<td>Rafting Trip, 10:30 a.m., Ohiopyle</td>
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<td>R.I.S.E, Shine &amp; Study, 1:00 p.m., McGuire Room</td>
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<td>Intramural Outdoor Soccer: Session 1, 3:00 p.m., Quad</td>
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| **MONDAY** 12 | Information on Vira I. Heinz Program for Women in Global Leadership, Noon, Coolidge 044 |
|               | Library Workshop: What's New, 2:00 p.m., LCC1 |
|               | MacBook Monday - Apps for the MacBook, 3:30 p.m., JKM Library, Room 103 |
|               | IMi Volleyball/1st Session, 6:00 p.m., Quad |
|               | Student Affairs Student Employment Orientation, 6:00 p.m., Eddy Theatre |
|               | Community Hall Night, 8:00 p.m., Rea & Laughlin |

| **TUESDAY** 13 | Matzah Ball Soup, 11:30 a.m., Café Rachel MyChatham /Portal, 11L30 a.m., JKM Library |
|               | Eating Healthy on a Mental and Financial Budget, Noon, Anderson |
|               | Library Workshop: What's New, Noon, Chatham Eastside 153 |
|               | W’s Soccer vs. Medaille, 4:00 p.m., Varsity Field |
|               | 6-week Educational Series, 4:00 p.m., Carriage House Lounge |
|               | GSA, 5:00 p.m., Eastside Conference Room |
|               | Dine with the Deans Class of 2020, 5:30 p.m., 126 Woodland (Dean of Students Home) |
|               | Transfer Night Out, 6:00 p.m., Steel Cactus |
|               | IM Basketball: Session 1, 9:00 p.m., AFC Gym |

| **WEDNESDAY** 14 | Yoga, 8:00 a.m., AFC Kickstart Your Year with Careers!, 11:00 a.m., Dilworth Hall |
|                 | Commuter and Transfer Student Network Lunch, 11:30 a.m., Carriage House |
|                 | Student Employee Orientation, 4:00 p.m., Dilworth Hall |
|                 | Eden Hall Mug Club, 4:00 p.m., Esther Barazzone Center |
|                 | LGBT Movie Night, 7:00 p.m., Eddy Theatre |
CSG Senate Meeting, 11:30 a.m., Conover Rm
Hispanic Heritage Month Opening Celebration, 11:30 a.m., Anderson Dining Hall
Transfer Lunch and Gift Card Bingo, 11:30 a.m., Carriage House
Chabad on Campus Lunch N Learn, 11:30 a.m., Carriage House
Squirt Gun Hunger Games, 4:00 p.m., Quad
Celebration of Hispanic and Latin Americans in Law, 5:00 p.m., Mellon Living Room
Dine with the Deans Transfer Students, 5:30 p.m., 126 Woodland
International Student Club S’mores and More, 7:00 p.m., AFC Fire Pit
Cakeboss Style Competition, 8:00 p.m., Carriage House

Frisbee Friday, 3:00 p.m., Quad
Carnegie Science Center 21+ Night, 6:00 p.m., Carnegie Science Center
Trivia Night & Performer, 9:00 p.m., Carriage House

Breakfast at Pamela’s, 8:00 a.m., Squirrel Hill
Service Opportunity: Tree Planting, 9:30 a.m., Quad
R.I.S.E. Service Project, 10:00 a.m., Depart from Chapel
Grocery Shuttle, 10:00 a.m., Meet at Chapel
EHE Flowers & Floats, 1:00 p.m., Eden Hall
IM Outdoor Kickball Tournament, 1:00 p.m., Quad
Movie Under the Stars, 8:00 p.m., Quad

Transfer Appreciation Week
September 12-16
SUNDAY

18

Kayak Pittsburgh, Noon
IM Outdoor Soccer: Session 1, 3:00 p.m., Quad
Hoot’s Chalk Talk, 7:00 p.m., Eddy Theatre

MONDAY

19

Student Employee Orientation, Noon, Dilworth Hall
MacBook Monday - Using the Cloud to Prevent Stormy Days, 3:30 p.m., JKM Library, Room 103
Library Workshop: Library 101, 4:00 p.m., LCC1
IM Outdoor Volleyball: Session 1, 6:00 p.m., Quad
Community Hall Night, 8:00 p.m., Chatham Apartments

TUESDAY

20

AISOCC Chatham Chapter Open House, 11:00 a.m., Carriage House Lounge
Student Employee Orientation, 11:30 a.m., Dilworth Hall
Undergraduate Budget Committee, 11:30 a.m., Devore Room
Library Workshop: Basic Databases, 11:30 a.m., LCC1
Technology Tuesday - Microsoft Word, 11:30 a.m., JKM Library, Room 103
IM Basketball: Session 1, 9:00 p.m., AFC Gym

WEDNESDAY

21

Yoga, 8:00 a.m., AFC
W’s Soccer Game vs. PSU-Altoona, 4:00 p.m., Varsity Field
Progressive Dinner, 4:00 p.m., Meet at Chapel
Student Employee Orientation, 5:00 p.m., Dilworth Hall
CSG Senate Meeting, 11:30 a.m., Conover Rm
Coaches’ Conversation, 11:30 a.m., Welker Rm
Espirit De Corps, 11:30 a.m., Chatham Eastside Conference Room
Chabad on Campus Lunch N Learn, 11:30 a.m., Carriage House
Diversity in Careers Series: Working in the U.S., 11:30 a.m., Dilworth
Lunch with Canadian Business Leaders
W’s Volleyball vs. Franciscan, 6:00 p.m., Gym
Promise Night Out, 6:30 p.m., Dave & Busters
Chatham at the Cultural District: Kinky Boots, 7:30 p.m., Heinz Hall
W’s Volleyball vs. Pitt Greensburg, 8:00 p.m., AFC Gym

Wilderness Expedition
Frisbee Friday, 3:00 p.m., Quad
Barn Dance with DJ Jeph, 7:00 p.m., Eden Hall

Wilderness Expedition
Outlet Shuttle: Grove City, 10:00 a.m., Meet at Chapel
R.I.S.E. Trip to the Point, 11:00 a.m., Depart from Chapel
Alumnae Invite Soccer Game, Noon
W’s Soccer Game vs. Carlow, 1:00 p.m., Varsity Field
Escape Room, 6:00 p.m., Escape Room PGH

National Hispanic Heritage Month Library Display
September 15-October 15
SUNDAY

R.I.S.E, Shine & Study, 1:00 p.m., JKM Library McGuire Room
BOTC: Volleyball Tournament, 2:00 p.m., Quad
IM Outdoor Soccer: Session 1, 3:00 p.m., Quad
BOTC: Window Painting, 7:00 p.m., Anderson Dining Hall

MONDAY

Ally Week Info, 11:00 a.m., Anderson Dining
MacBook Monday - Creating dynamic presentations with PowerPoint, Prezi and VoiceThread, 3:30 p.m., JKM Library, Room 103
B&E “Supply Chain Management” Networking Mixer!, 5:00 p.m., Kresge Atrium
Library Workshop: Mendeley, 5:15 p.m., LCC1
IM Outdoor Soccer: Session 1, 6:00 p.m., Quad
1st Presidential Debate Watch Party, 8:00 p.m., Carriage House
Community Hall Night, 8:00 p.m., Woodland Hall

TUESDAY

Ally Week Info, 11:00 a.m., Anderson Dining
Gateway Lunch, 11:30 a.m., PCW Room
Graduate School Planning, 11:30 a.m., Dilworth Hall Conference Room
Technology Tuesday - Microsoft Excel, 11:30 a.m., JKM Library, Room 103
Matzah Ball Soup, 11:30 a.m., Café Rachel
Let’s Talk about Sex: Jeopardy!, Noon, Carriage House Lounge
6-week Educational Series: Graduate School, 4:00 p.m., Carriage House Lounge
PINK OUT!!! Women’s Volleyball vs. Waynesburg, 7:00 p.m., AFC Gym
IM Basketball: Session 1, 9:00 p.m., AFC Gym

WEDNESDAY

Yoga, 8:00 a.m., AFC
Ally Week Info, 11:00 a.m., Anderson Dining
GAW Mixer, 4:00 p.m., Café Rachel
GAW: Dine out with the Dean, 5:30 p.m., TBD
BOTC Mystery Event, Keep a lookout for more information!
Ally Week Info, 11:00 a.m., Anderson Dining
CSG Senate Meeting, 11:30 a.m., Conover Room
Library Workshop: Tour the Archives & Special Collections, 11:30 a.m., LCC1
Chabad on Campus Lunch N Learn, 11:30 a.m., Carriage House
Squash Clinics, Noon, AFC Squash Court
Eden Hall Mug Club, 4:00 p.m., Esther Barazzone Center
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio

Ally Week Info, 11:00 a.m., Anderson Dining
GAW: Study Break, 1:00 p.m., JKM Library
Frisbee Friday, 3:00 p.m., Quad
BOTC: Song Contest, 7:00 p.m., Eddy Theatre
SAA's BOTC Winner Reveal Reception, 8:30 p.m., Rea Coffeehouse

LGBT History Month Library Display, JKM Library
Grocery Shuttle, 10:00 a.m., Meet at Chapel
IM Outdoor Flag Football Tournament, 1:00 p.m., Quad
W's Soccer vs. Washington & Jefferson, 1:00 p.m., Varsity Field
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<tr>
<th>Date</th>
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<td><strong>Muharram (Al Hijrah-New Year)</strong></td>
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<td><strong>Erev Roah Hanshanah</strong></td>
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<td><strong>IM Outdoor Soccer: Session 1</strong></td>
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<td><strong>R.I.S.E. Family Dinner</strong></td>
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<td><strong>Commuter Appreciation Week Give-a-way</strong></td>
<td>Woodland Hall, Student Affairs Suite</td>
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<td><strong>Commuter and Transfer Student Network Lunch</strong></td>
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<td><strong>Study Abroad info session</strong></td>
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<td><strong>Commuter Gas Card Hunt</strong></td>
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<td><strong>R.I.S.E. Navigating Networking Mixers</strong></td>
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<td><strong>Concert: The Music of John Williams</strong></td>
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<td><strong>LGBT History Month Celebration</strong></td>
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<td><strong>Library Workshop: Plagiarism &amp; Citation</strong></td>
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<td><strong>IW: Makeover Monday with Philip Pelusi</strong></td>
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<td><strong>IW: Resume Writing Wednesday</strong></td>
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<td><strong>MONDAY</strong></td>
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<td><strong>Last Day to Withdraw: 1st 7-week Session</strong></td>
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<td><strong>TUESDAY</strong></td>
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<td><strong>Internship Week - Employer Information Table</strong></td>
<td>Anderson Dining Hall</td>
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<td><strong>UBC</strong></td>
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CWC Monthly Workshop, 11:00 a.m., Mellon Solarium
IW: Employer Information Table, 11:00 a.m., Anderson Dining Hall
CSG Senate Meeting, 11:30 a.m., Conover Rm
IW: Internship Preparation Workshop, 11:30 a.m., Dilworth Hall Conference Room
Squash Clinics, Noon, AFC Squash Court
Stress Management, 4:00 p.m., Davis Room
IW and Professional Development Series - Internship Mixer and Mug Club, 4:30 p.m., Carriage House
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio
Steubenville, 7:00 p.m., Eddy Theatre

IW: Employer Information Table, 11:00 a.m., Anderson Dining Hall
Frisbee Friday, 3:00 p.m., Quad
Faculty & Staff Choir Practice, 4:00 p.m., Café Rachel
LGBTQIA+ History Month Trivia, 5:00 p.m., Carriage House Lounge
Ride up the Incline, 7:00 p.m., Depart from Chapel
Three Rivers Adult Interdenominational Links, 7:00 p.m., East Liberty Presbyterian Church

Cedar Point Trip, 7:00 a.m., Meet at AFC Patio
W's Volleyball vs. Thiel, Noon, AFC Gym
W's Soccer vs. Thomas Moore Pink Game, 12:30 p.m., Varsity Field
W's Volleyball vs. Saint Vincent, 2:00 p.m., AFC Gym

OCTOBER
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NOVEMBER
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Commuter Appreciation Week
Internship Week
October 3-7
SUNDAY

9

- R.I.S.E, Shine & Study, 1:00 p.m., McGuire Room
- 2nd Presidential Debate, 8:00 p.m., Carriage House

MONDAY

10 Columbus Day

- Long Weekend
  Campus Visit Day, 9:15 a.m., Shadyside Campus
  Community Hall Night, 8:00 p.m., Rea & Laughlin

TUESDAY

11 Yom Kippur Kol Nidre

- Long Weekend
  Voter Registration Deadline
  GSA, 5:00 p.m., Carriage House Conference Room
  Coming Out Dialogues, 7:00 p.m., Carriage House Lounge

WEDNESDAY

12

- Yoga, 8:00 a.m., AFC
- Western PA Collegiate Job and Internship Fair (WestPACS), 10:00 a.m., Monroeville Convention Center
- Graduate Wine Wednesday, 4:30 p.m., Carriage House
- W's Soccer vs. Geneva, 8:00 p.m., Ellis Field
CSG Senate Meeting, 11:30 a.m., Conover Rm
Diversity in Careers Series: Coming out in the Workplace, 11:30 a.m., Carriage House Lounge
Library Workshop: Evaluating Resources, 11:30 a.m., LCC
Squash Clinics, Noon, AFC Squash Court
R.I.S.E. Networking Mixer, 4:00 p.m., Carriage House
Quidditch Tournament, 5:00 p.m., Quad
Graduate Student Happy Hour @ Stack’D, 5:00 p.m., Stack’D
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio
Scare House, TBD, TBD

Alumni Reunion Weekend
CWE Breakfast Series, 7:30 a.m., Welker Rm
Frisbee Friday, 3:00 p.m., Quad
Reunion Reception: Chronicles of a Chatham Art Major: Fran Gialamas, 4:00 p.m., Art Gallery
Midnight Madness, 10:30 p.m., AFC

Alumni Reunion Weekend
Outlet Shuttle: Tanger, 10:00 a.m., Meet at Chapel
OR: Spelunkling, 11:30 a.m., Laurel Caverns
Murder Mystery, 6:00 p.m., Mellon Board Room

October is:

LGBT History Month
National Arts & Humanities Month
Breast Cancer Awareness Month
Adopt-a-Shelter Dog Month
**SUNDAY**

**16** Erev Sukkot

- Undergraduate Admission Fall Open House, 9:15 a.m., Shadyside Campus
- Intramural Soccer: Session 2, 9:00 p.m., AFC Gym

**MONDAY**

**17** Sukkot I

- Last Day of Classes: 1st 7-weeks Session
  - R.I.S.E. Monday Movie Madness!, 4:30 p.m., Depart from Chapel
  - Community Hall Night, 8:00 p.m., Chatham Apartments
  - IM Volleyball: Session 2, 9:00 p.m., AFC Gym

**TUESDAY**

**18** Sukkot II

- Undergraduate Budget Committee, 11:30 a.m., Devore Room
- Gateway Lunch, 11:30 a.m., PCW Room
- Matzah Ball Soup, 11:30 a.m., Sukkah Hut
- 6-week Educational Series: Graduate School, 4:00 p.m., Carriage House Lounge
- Eden Hall Mug Club, 4:00 p.m., Esther Barazzone Center
- B&E Department and Chatham Marketing Association "Marketing" Reception, 5:00 p.m., Mellon Living & Dining Rooms
- Professional Development Series - Etiquette Dinner, 6:30 p.m., Mellon Board Room
- Amy Bloom Reading, 8:30 p.m., Welker Room
- IM Basketball: Session 2, 9:00 p.m., AFC Gym

**WEDNESDAY**

**19**

- 1st Day of Classes: 2nd 7-weeks Session
  - Yoga, 8:00 a.m., AFC
  - Transfer Night Out @ Stack’D, 6:00 p.m., Stack’d
  - LGBT Movie Night, 7:00 p.m., Eddy Theatre
  - 3rd Presidential Debate Watch Party, TBD, Carriage House

**ACTION ITEMS**
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<tr>
<td>Good Morning Grads!, 8:30 a.m., Chatham Eastside Mezzanine</td>
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<td>Domestic Violence Info Table, 11:00 a.m., Anderson Dining Hall Lobby</td>
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<td>Homesickness and Culture Shock, 11:00 a.m., Sanger Hall</td>
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<td>Therapy Dogs, 11:00 a.m., KJM Library</td>
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<td>CSG Senate Meeting, 11:30 a.m., Conover Rm</td>
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<td>Multi-Faith Council Lunch, 11:30 a.m., Anderson Dining Hall</td>
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<td>Chabad on Campus Lunch N Learn, 11:30 a.m., Sukkah Hut</td>
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<td>Squash Clinics, Noon, AFC Squash Court</td>
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<td>Hip Hop Cardio, 5:00 p.m., AFC Dance Studio</td>
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<td>International Crafts, 5:30 p.m., Carriage House</td>
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<tr>
<td>SciMathTech Interview Day, 8:00 a.m., IUP Monroeville Campus</td>
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<td>Frisbee Friday, 3:00 p.m., Quad</td>
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<td>Chatham at the Cultural District: Finding Neverland, 8:00 p.m., Heinz Hall</td>
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<td>90's Hip-Hop Dance, 7:00 p.m., Rea Coffeehouse</td>
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<tr>
<td>Conversations and Connections Writer's Conference, 8:00 a.m., TBA</td>
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<td>Make A Difference Day, 9:00 a.m., Meet at Chapel</td>
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<td>OR: Horseback Riding, 10:00 a.m., Rolling Hills Ranch, Bridgeville, PA</td>
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<td>R.I.S.E. Service Project, 10:00 a.m., Depart from Chapel</td>
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<td>Grocery Shuttle, 10:00 a.m. Loops Begin, Meet at Chapel</td>
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<td>Eden Hall Expedition: Pumpkin Pick 'N Carve Contest, 1:00 p.m., Eden Hall</td>
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<td>Cabaret Benefit, 5:00 p.m., Welker</td>
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<td>Halloween Movie Night, 9:00 p.m., Eddy Theatre</td>
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SUNDAY

23 Sukkot

- R.I.S.E, Shine & Study, 1:00 p.m., McGuire Room
- IM Soccer: Session 2, 9:00 p.m., AFC Gym

ACTION ITEMS

MONDAY

24 Sh’mini Atzeret

- Silent Witness Program, 9:00 a.m., JKM Library
- Library Workshop: Zotero, 5:15 p.m., LCC1
- IM Volleyball: Session 2, 9:00 p.m., AFC Gym
- Community Hall Night, 8:00 p.m., Woodland Hall

ACTION ITEMS

TUESDAY

25 Simchat Torah

- PAAR Info Table, 11:00 a.m., Anderson Dining Hall
- Depression Info Table, 11:00 a.m., Anderson Dining Hall
- Graduate School Planning, 11:30 a.m., Dilworth Hall Conference Room
- IM Basketball: Session 2, 9:00 p.m., AFC Gym

ACTION ITEMS

WEDNESDAY

26

- Add/Drop Period Ends: 2nd 7-week Session
- Yoga, 8:00 a.m., AFC
- Commuter and Transfer Student Network Lunch, 11:30 a.m., Carriage House
- 3rd Annual Young Art Fair, 4:00 p.m., Mellon Board Room
- W's Soccer vs. Saint Vincent, 8:00 p.m., The Ellis School Field

ACTION ITEMS
**THURSDAY**

- CSG Senate Meeting, 11:30 a.m., Conover Room
- Library Workshop: Mendeley, 11:30 a.m., LCC1
- Squash Clinics, Noon, AFC Squash Court
- Hip Hop Cardio, 5:00 p.m., AFC Dance Studio
- JUST FILMS: Yemanga: Wisdom from the African Heart of Brazil, 6:30 p.m., Campbell Memorial Chapel
- Drag Queen Bingo, 6:00 p.m., Carriage House

**FRIDAY**

- Friends & Family Weekend
  - Frisbee Friday, 3:00 p.m., Quad
  - Talent Show, 7:00 p.m., Eddy Theatre

**SATURDAY**

- Friends & Family Weekend
  - Harvest FunFest, 10:00 a.m., Quad
  - W’s Soccer Senior Recognition, 12:30 p.m., Varsity Field
  - Athletic All-Faculty Appreciation Day, 1:00 p.m., TBD
  - W’s Soccer vs. Grove City, 1:00 p.m., Varsity Field
  - Swimming & Diving: Chatham Invitational, 1:00 p.m., Sigo Falk Natatorium
  - Fright Night @Kennywood, 6:00 p.m., Kennywood Park
  - Halloween Festival, 8:00 p.m., Weiker Room

**OCTOBER**

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| **MONDAY** | |
| 31   | Halloween |
|      | Halloween Dinner & Mocktails, 5:00 p.m., Anderson Dining Hall |
|      | Community Hall Night, 8:00 p.m., All Residence Halls |
|      | IM Volleyball: Session 2, 9:00 p.m., AFC Gym |

| **TUESDAY** | |
| 1   | Registration for Spring & Maymester Open |
|      | Canned Food Drive |
|      | Native American Indian Heritage Month |
|      | Library Display, JKM Library |
|      | Undergraduate Budget Committee, 11:30 a.m., Devore Room |
|      | Native American Heritage Month Celebration, 11:30 a.m., Anderson Dining Hall |
|      | Library Workshop: Plagiarism & Citation, 11:30 a.m., LCC1 |
|      | Matzah Ball Soup, 11:30 a.m., Café Rachel |
|      | 6-week Educational Series: Graduate School, 4:00 p.m., Carriage House Lounge |
|      | Exploring Careers in the Health Sciences, 5:30 p.m., Kresge Atrium |

| **WEDNESDAY** | |
| 2   | Registration for Spring & Maymester Open |
|      | Canned Food Drive |
|      | Yoga, 8:00 a.m., AFC |
|      | Graduate Wine Wednesday, 4:30 p.m., Carriage House |
|      | Swimming & Diving vs. Washington & Jefferson, 6:00 p.m., Sigo Falk Natatorium |
Registration for Spring & Maymester Open
Canned Food Drive
CWC Monthly Workshop, 11:00 a.m., Mellon Solarium
CSG Senate Meeting, 11:30 a.m., Conover Room
Chabad on Campus Lunch N Learn, 11:30 a.m., Carriage House
Squash Clinics, Noon, AFC Squash Court
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio, 1st Floor
Throwback Thursday: ’90s and ’00s Karaoke, 8:00 p.m., Carriage House Lounge

Registration for Spring & Maymester Open
Canned Food Drive
Faculty & Staff Choir Practice, 4:00 p.m., Café Rachel
Three Rivers Adult Interdenominational Links, 7:00 p.m., East Liberty Presbyterian Church
Video Game Night with DDR, PS4 & Wii Tournaments, 8:00 p.m., Carriage House Lounge

Registration for Spring & Maymester Open
Canned Food Drive
Outlet Shuttle-Grove City, 10:00 a.m., Meet at Chapel
Archery, Noon, Camp Guyasuta
IM Dodgeball Tournament, 1:00 p.m., AFC Gym
Movie Night, 8:00 p.m., Eddy Theatre

November is:
Native American Indian Heritage Month
Lung Cancer Awareness Month
National Nutrition Month
National Diabetes Month
Alzheimer’s Disease Awareness Month
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| Sunday | **Registration for Spring & Maymester Open**  
R.I.S.E. Family Dinner: Thanksgiving Edition, 4:00 p.m., TBD  
IM Soccer: Session 2, 9:00 p.m., AFC Gym |
| Monday | **Registration for Spring & Maymester Open**  
Canned Food Drive  
SVAW: T-shirt Give A Way, 9:00 a.m., Woodland Hall, Student Affairs Suite  
Graduate Student Assembly Meeting, 5:00 p.m., Eastside Conference Room  
Library Workshop: Evaluating Resources, 5:15 p.m., LCC1  
IM Volleyball: Session 2, 9:00 p.m., AFC Gym  
Community Hall Night, 8:00 p.m., Fickes Hall |
| Tuesday| **Registration for Spring & Maymester Open**  
Election Day Coverage, All Day, Carriage House  
SVAW: Espirit de Corps Luncheon, 11:30 a.m., Eastside Conference Room  
Matzah Ball Soup, 11:30 a.m., Café Rachel  
IM Basketball: Session 2, 9:00 p.m., AFC Gym |
| Wednesday| **Registration for Spring & Maymester Open**  
Yoga, 8:00 a.m., AFC  
Central Blood Bank Blood Drive, Noon, McCrady Cafe  
Transfer Night Out @ The Yard, 6:00 p.m., The Yard (736 Bellefonte St.)  
Eden Hall Mug Club, 6:00 p.m., Esther Barazzone Center  
LGBT Movie Night, 7:00 p.m., Eddy Theatre  
SVAW: Documentary Screening, 7:00 p.m., Carriage House  
How to be Streetwise, 7:00 p.m., Fickes Lounge  
Mindfulness, Meditation, and Yoga, 7:30 p.m., Woodland Hall Sunporch |
Last Day to Withdraw
Registration for Spring & Maymester Open
CSG Senate Meeting, 11:30 a.m., Conover Rm
R.I.S.E. You Betta Werk: Preparing for Finals, 11:30 a.m., Mellon Board Room
Procrastinators Unite!, 3:00 p.m., Davis Room, JKM Library
SVAW: Graduate Student Mug Club, 4:00 p.m., Eastside Cafe
Thinking Bigger: Opening Reception, 5:00 p.m., Mellon Board Room
Thinking Bigger: PCWP Post-Election Panel, 6:00 p.m., Eddy Theatre
Rea Coffeehouse Reading Series, 7:00 p.m., Rea Coffeehouse

Registration for Spring & Maymester Open
Canned Food Drive
Thinking Bigger: CWE Veteran’s Day
Entrepreneurial Recognition Breakfast with filmmaker Julie Hera DeStefano, 7:30 a.m., Welker Room
Thinking Bigger: “Journey to Normal,” film showing and talk-back with students, 10:00 a.m., Eddy Theatre
Diversity in Careers Series: Veterans in the Workplace, 11:30 a.m., Dilworth 100
Step Afrika, 7:00 p.m., Eddy Theatre

Canned Food Drive
Thinking Bigger: Women’s Institute Gender Scholar Symposium, 8:30 a.m., Mellon
Grocery Shuttle, 10:00 a.m. Loops Begin, Meet at Chapel
Trampoline Park, 4:00 a.m., Meet at AFC Patio
Eden Hall Expedition-Pumpkin Pie Palooza, 1:00 p.m., Eden Hall

Student Veteran Appreciation Week
November 7-11
**SUNDAY**

| 13 | Canned Food Drive  
R.I.S.E., Shine & Study, 1:00 p.m., McGuire Room  
IM Soccer: Session 2, 9:00 p.m., AFC Gym |

**MONDAY**

| 14 | Canned Food Drive  
Good Morning Grads!, 8:30 a.m., Eastside Mezzanine  
Library Workshop: Basic Databases, Noon, LCC1  
International Karaoke Night, 7:00 p.m., Café Rachel  
Community Hall Night, 8:00 p.m., Rea & Laughlin  
IM Volleyball: Session 2, 9:00 p.m., AFC Gym |

**TUESDAY**

| 15 | Canned Food Drive  
International Affairs Open House, Falk Ground Level  
Undergraduate Budget Committee, 11:30 a.m., Devore Room  
Gateway Lunch, 11:30 a.m., PCW Room  
Matzah Ball Soup, 11:30 a.m., Café Rachel  
6-week Educational Series: Graduate School, 4:00 p.m., Carriage House Lounge  
All Campus Author Year of Canada, TBD, Eden Hall  
IM Basketball: Session 2, 9:00 p.m., AFC Gym |

**WEDNESDAY**

| 16 | Veterans Day  
Canned Food Drive  
Yoga, 8:00 a.m., AFC Dance Studio  
Commuter and Transfer Student Network Lunch, 11:30 a.m., Carriage House  
All Campus Author Year of Canada First-Year Session, 3:00 p.m., TBD  
Thanksgiving Dinner, 5:30 p.m., AFC Gym  
JUST FILMS: Film Selection, TBD, 6:30 p.m., Eddy Theatre |
CSG Senate Meeting, 11:30 a.m., Conover Rm
Multi Faith Council Lunch, 11:30 a.m.,
Anderson Dining Hall
Chabad on Campus Lunch N Learn, 11:30 a.m.,
Carriage House
Great American Smoke-Out: Smoking &
Chewing Cessation, Noon, Anderson Lobby
Squash Clinics, Noon, AFC Squash Court
International Education Symposium, 2:00 p.m.,
Welker Room
Graduate Student Happy Hour, 5:00 p.m.,
Mario’s East Side Saloon
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio
All Campus Author Year of Canada Lecture,
7:30 p.m., TBD

R.I.S.E. Paint & Sip, 5:00 p.m., Carriage House
Drama Club’s Fall Show!, 7:00 p.m., Eddy
Theatre

Chatham Family Prospective Student
Admission Event, 9:00 a.m., Shadyside
Campus
R.I.S.E. Service Project, 10:00 a.m., Depart
from Chapel
Outlet Shuttle: Tanger, 10:00 a.m., Meet at
Chapel
Primanti Brothers, Noon, Downtown
Swimming & Diving vs. Westmenister, 1:00
p.m., Sigo Falk Natatorium
Drama Club’s Fall Show!, 7:00 p.m., Eddy
Theatre

World Diabetes Day

International Education Week
November 13-19
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| SUNDAY 20 | Drama Club’s Fall Show!, Noon, Eddy Theatre  
R.I.S.E., Shine & Study, 1:00 p.m., McGuire Room  
IM Soccer: Session 2, 9:00 p.m., AFC Gym |
| MONDAY 21 | Community Hall Night, 8:00 p.m., Chatham Apartments  
IM Volleyball: Session 2, 9:00 p.m., AFC Gym |
| TUESDAY 22 | Last Day to Withdraw: 2nd 7-week Session  
Men’s Basketball vs. PSU-Beaver, 7:00 p.m., AFC Gym |
| WEDNESDAY 23 | Thanksgiving Break, No Classes |
SUNDAY

27

Thanksgiving Break, No Classes

MONDAY

28

Community Hall Night, 8:30 p.m., Woodland Hall

TUESDAY

29

Undergraduate Budget Committee, 11:30 a.m., Devore Room
Resume Workshop for RA/OL Candidates, 11:30 a.m., Dilworth Hall
Matzah Ball Soup, 11:30 a.m., Café Rachel
6-week Educational Series: Graduate School, 4:00 p.m., Carriage House Lounge
Fireside chat with the Dean, 6:00 p.m., Carriage House

WEDNESDAY

30

Yoga, 8:00 a.m., AFC
Resume Workshop for RA/OL Candidates, 11:30 a.m., Dilworth Hall
Internship Preparation Workshop, Noon, Dilworth Hall Conference Room
CSG Senate Meeting, 11:30 a.m., Conover Rm
Internship Preparation Workshop, 11:30 a.m.,
Dilworth Hall Conference Room
World AIDS Day: Red Ribbon Day, 11:30 a.m.,
Anderson Dining Hall Lobby
Chabad on Campus Lunch N Learn, 11:30 a.m.,
Carriage House
Graduate Student Mug Club, 4:00 p.m.,
Eastside Cafe
Eden Hall Mug Club, 4:00 p.m., Esther
Barazzone Center
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio
International Movie Night, 5:30 p.m., Carriage
House
Therapy Dogs, 7:30 p.m., Fickes Hall

CWC Monthly Workshop, 11:00 a.m., Mellon
Solarium
Internship Preparation Workshop, Noon,
Dilworth Hall Conference Room
SAAs Pre-Candlelight Reception, 6:00 p.m.,
Mellon Board Room
Three Rivers Adult Interdenominational Links,
7:00 p.m., East Liberty Presbyterian Church
Candlelight, Chatham Eggnog & Holiday Ball,
8:00 p.m., Various

Indoor Climbing at The Wall, 9:30 a.m.,
Shadyside
R.I.S.E. Service Project, 10:00 a.m., Depart
from Chapel
Grocery Shuttle, 10:00 a.m. Loops Begin, Meet
at Chapel
Movies, Games & Hot Chocolate, 8:00 p.m.,
Carriage House

December is:
National Impaired Driving Prevention Month
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**SUNDAY**

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**MONDAY**

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**WEDNESDAY**

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**ACTION ITEMS**

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SUNDAY

- Scholarship Interview Day, 8:00 a.m., Shadyside Campus
- R.I.S.E., Shine & Study, 1:00 p.m., McGuire Room
- Chatham at the Cultural District: The Nutcracker, 4:30 p.m., Benedum Center

MONDAY

- Community Hall Night, 8:00 p.m., All Residence Halls

TUESDAY

- Therapy Dogs, 11:00 a.m., JKM Library 3rd Floor
- Commuter and Transfer Student Network Lunch, 11:30 a.m., Carriage House
- Graduate School Planning, 11:30 a.m., Dilworth Hall Conference Room
- Matzah Ball Soup, 11:30 a.m., Café Rachel

WEDNESDAY

- Yoga, 8:00 a.m., AFC
- Graduate Wine Wednesday, 4:30 p.m., Carriage House
- Graduate Student Assembly Meeting, 5:00 p.m., Carriage House Conference Room
- Ice Skating, 6:00 p.m., Downtown
Good Morning Grads!, 8:30 a.m., Chatham Eastside Mezzanine
CSG Senate Meeting, 11:30 a.m., Conover Room
Multi Faith Council Lunch, 11:30 a.m., Anderson Dining Hall
Squash Clinics, Noon, AFC Squash Court
Hip Hop Cardio, 5:00 p.m., AFC Dance Studio
JUST FILMS: Strong, Lift Like a Girl, 6:30 p.m., Eddy Theatre
Moonlight Breakfast, 8:00 p.m., Anderson Dining Hall

CWE Breakfast Series, 7:30 a.m., Welker Rm
Faculty & Staff Choir Practice, 4:00 p.m., Café Rachel
R.I.S.E Cuz We Like To Party!, 6:00 p.m., 126 Woodland Rd.
The AFC & Student Activities Present: Bowling Night, 7:00 p.m., Forward Lanes

Last Day of Classes
Study Break, Carriage House
Saturday Campus Tour, 9:45 a.m.
Outlet Shuttle: Grove City, 10:00 a.m., Meet at Chapel
Eden Hall Expedition-Suds & Sun Salutations, 1:00 p.m., Eden Hall
W’s Basketball vs. Grove City, 1:00 p.m., AFC Gym
M’s Basketball vs Grove City, 3:00 p.m., AFC Gym

DECEMBER

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SUNDAY

11  Maulid al-Nabi

Study Break, Carriage House
R.I.S.E., Shine & Study: Finals Edition,
1:00 p.m., McGuire Room

MONDAY

12  Final Exams

Semester End-Zone, 10:00 a.m., JKM Library,
3rd floor
Study Break, Carriage House

TUESDAY

13  Final Exams

Study Break, Carriage House
Undergraduate Budget Committee, 11:30 a.m.,
Devore Room

WEDNESDAY

14  Final Fling, 8:30 a.m., JKM Library Lobby
Residence Hall Close for Winter Break, 8:00 p.m.

Commencement, 3:00 p.m.

Residence Halls Close for Graduating Seniors, Noon
SUNDAY  
18  

W's Basketball vs. PSU-Altoona, 1:00 p.m., AFC Gym

MONDAY  
19  

Late Registration for Spring 2017 Begins

TUESDAY  
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WEDNESDAY  
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Monday

ACTION ITEMS

Tuesday

ACTION ITEMS

Wednesday

ACTION ITEMS

First Day of Classes
JANUARY

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SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

11

Add/Drop Period Ends (14-week and 1st 7-week sessions)
Last day to apply for Spring (May) Degree Conferral
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SUNDAY

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MONDAY

16  Martin Luther King Day

No Classes
Martin Luther King Jr. Day of Service

TUESDAY

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WEDNESDAY

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ACTION ITEMS

ACTION ITEMS

ACTION ITEMS

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Registration for Summer 2017

February is:
Black History Month
SUNDAY

MONDAY

TUESDAY

WEDNESDAY

ACTION ITEMS

Last day to Withdraw, 1st 7-week Session
FEBRUARY

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**ACTION ITEMS**

**FEBRUARY 2017**

**chatham UNIVERSITY**
SUNDAY
26

MONDAY
27

TUESDAY
28 Mardi Gras

WEDNESDAY
1 Ash Wednesday

Add/Drop Period Ends, 2nd 7-week Session
March is:
Women’s History Month
SUNDAY

5  Spring Break

MONDAY

6  Spring Break

TUESDAY

7  Spring Break

WEDNESDAY

8  Spring Break

ACTION ITEMS

ACTION ITEMS

ACTION ITEMS

ACTION ITEMS

MARCH 2017
Spring Break

THURSDAY

FRIDAY

SATURDAY

MARCH

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SUNDAY  
12 Purim  
Spring Break

MONDAY  
13

TUESDAY  
14 Registration for Fall 2017

WEDNESDAY  
15 Registration for Fall 2017
SUNDAY

19

Registration for Fall 2017

Action Items

MONDAY

20

Registration for Fall 2017

Action Items

TUESDAY

21

Registration for Fall 2017

Action Items

WEDNESDAY

22

Registration for Fall 2017

Action Items
### Registration for Fall 2017

**Thursday, March 23**

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**Friday, March 24**

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**Saturday, March 25**

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### Action Items

**March 2017**

**April 2017**

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**Calendar**

**March 2017**

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**Big Name Performer, 7:00 p.m.**
THURSDAY

6

AIRBAND & SENIOR SKITS, 7:00 P.M., EDDY THEATRE

FRIDAY

7

SPECIAL EVENT

SATURDAY

8

SPRING FORMAL, 7:00 P.M.

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SUNDAY

MONDAY

ACTION ITEMS

TUESDAY

ACTION ITEMS

WEDNESDAY

ACTION ITEMS

APRIL 2017

Erev Passover

Passover I
THURSDAY

FRIDAY

SATURDAY

Spring Carnival, 11:00 a.m., AFC Patio

Good Friday

APRIL

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SUNDAY

16   Easter

MONDAY

17   Passover VII

TUESDAY

18   Passover VIII

WEDNESDAY

19   Moonlight Breakfast, 8:00 p.m., Anderson Dining Hall
Closing Convocation, 4:30 p.m., Chapel
Student Organization & Leadership Banquet,
5:30 p.m., AFC Gym

Last Day of Classes

Earth Day
SUNDAY

23

MONDAY

24

Final Exams

TUESDAY

25

Final Exams

WEDNESDAY

26

Final Exams

100
THURSDAY

Final Exams

FRIDAY

Senior Dinner, 5:00 p.m., AFC Gym

SATURDAY

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SUNDAY
30  Commencement, 1:00 p.m.

MONDAY
1  First Day of Classes, Maymester
Late Registration for Fall 2017 Begins

TUESDAY
2

WEDNESDAY
3  Add/Drop Period Ends, Maymester

ACTION ITEMS

ACTION ITEMS

ACTION ITEMS

ACTION ITEMS
Last Day to Withdraw, Maymester
Bucket & Blossom & University Day Picnic

Cinco de Mayo

May is:
Asian Pacific Island Heritage Month
Jewish History Month
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SUNDAY
14 Mother’s Day

MONDAY
15

TUESDAY
16

WEDNESDAY
17

ACTION ITEMS

ACTION ITEMS

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**Last Day of Classes, Maymester**
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 2016-2017 Academic Year
First Year (Class of 2020): Green
Sophomore Year (Class of 2019): Rose
Junior (Class of 2018): Yellow
Senior (Class of 2017): Red

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 147-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 unequaled 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, in 2012, broke on its new home, Eden Hall Campus — the first campus in the world built from the ground up for the study of sustainability. With student gardens and orchards; an aquaculture lab, hoop houses and high tunnels; campus-wide geothermal heating; 400 solar panels, and onsite waste- and stormwater recycling, Eden Hall functions as a demonstration site, modeling a variety of building standards, energy management techniques, and new ways of sustainable living.

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 men, 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. In fall 2015, Chatham welcomed its largest incoming first-year class in decades and added five Division III men’s sports: baseball, basketball, cross country, swimming and diving, and track and field. In fall 2017, men’s ice hockey and women’s and men’s lacrosse will be added to the athletic roster.

In spring 2016, Chatham completed the first phase of construction of Eden Hall Campus, including the Orchard Residence Hall and the Esther Barazzzone Center.

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

Chatham Lingo
- **First-year**: Freshman students at Chatham
- **AFC**: Athletic and Fitness Center
- **ADC**: Art and Design Center
- **Quad**: Space between Eddy Theatre, Woodland Hall, and Braun, Falk, & Coolidge
- **Old Quad**: Space between Laughlin Music Hall and Braun, Falk, & Coolidge
- **Upper Campus**: buildings located off Woodland Road and Chapel Hill Road.
- **Lower Campus**: apartments along Fifth Avenue
- **Residence Halls**: Dormitories
- **Alumna**: refers to one female graduate
- **Alumnus**: refers to one male graduate
- **Alumnae**: plural noun referring to a group of female graduates
- **Alumni**: plural noun referring to a group of male graduates or a group of male & female graduates

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 the Climate Committee, a student committee, and the Sustainability Office.
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.

- **Fall Serenade (August)** is when the new and transfer students learn the alma mater and serenade the president.
- **Opening Convocation & Global Focus Picnic (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 alumni and learn about the many experiences that await them as students and future alumni.
- **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-sync 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.

• **Senior Week** (April) 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** (April) is a night for the graduating seniors to reminisce with their family, fellow Chatham family, faculty, and staff that enriched their college experience.

• **Senior Gift** (May) is a gift given to the institution by the graduating class. The gift is selected by the seniors and they spend the entire academic year fundraising.

• **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.

### 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

**Professional Competencies**
Skill development is important to the Chatham undergraduate and graduate student experience. We want to prepare our students to be world ready. All of our activities and programs aim to holistically develop the student while helping them gain critical skills through experiential, educational, and vibrant campus programming.

**Foundational Skills**
- Critical thinking and analytic skills
- Problem-solving in diverse settings
- Ethics, civics, and social responsibility
- Effective Communication
- Planning, organizing, and prioritizing work

**Content Knowledge**
- Mission driven knowledge in the liberal arts and sciences
- Applied knowledge in real-world settings
- Civic knowledge, skills, and judgment essential for community participation

**Personal and Social Skills**
- Teamwork and collaboration
- Capacity for innovation
- Intercultural competence
- Identity development and values clarification
- Excellence and proactivity in self-assessment, attitude and effort

**Business Essentials**
- Adaptability and flexibility
- Appropriate and timely workplace communication
- Professional attire, grooming, and behavior
- Dependability and punctuality

**Co-Curricular Transcript**
The Co-Curricular Transcript is a useful tool that serves as a record of your leadership experiences and campus involvement while you're at Chatham University. You can use it when you're preparing your resume and can even share it with prospective employers and graduate or professional school admissions committees. The Co-Curricular Transcript helps you tell the story of what you learned outside the classroom and how it helped prepare you for future success. Contact the Office of Career Development.

**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.
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.
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.
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 Therapy Dogs.
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 Woodland Hall.
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 Hip Hop or yoga 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, Instagram, and Snapchat! @ChathamU, @ZWaite, @ChathamCougar, @Chathamusnaps
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 e-mail 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.

Purple Power Fridays – T-shirt Swap

It’s time to show your Cougar Pride on Purple Power Fridays! Wear your official Purple Power shirt every Friday! Need a purple power shirt? Stop by the Office of Student Affairs to swap out an old t-shirt (preferably from another school) for your official Purple Power shirt. Swapped shirts will be donated. Contact osa@chatham.edu for more info.
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](http://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](http://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 Affairs* ................................................. 412-365-1286
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, faculty and staff must obtain an ID card. Once they are registered for classes or with their respective department, the Office of Student Affairs (OSA) will issue the ID card. Faculty, staff and students should obtain their IDs before beginning their employment or classes. The Office of Student Affairs is located on the first floor of Woodland Hall and issues IDs during regular business hours, Monday-Friday, 9:00 a.m.-5:00 p.m.
Access

Access to Campus Buildings
Chatham students, faculty and staff can use their Chatham ID card with Basic Access to enter the Carriage House Lounge area, the AFC, and the 24-hour Lounge in the JKM Library.

How to Use: Chatham ID cardholders swipe their cards in front of the ID card reader and access is granted for all authorized cards.

Access to Chatham Eastside
Chatham students, faculty, and staff can use their Chatham ID card (with special access added) to enter Chatham Eastside. Those who need access should request it from the Student Affairs staff at the time that their ID is being printed, or at the time that the access becomes necessary, with 24-hour advanced notice if possible.

How to Use: Chatham ID cardholders swipe their cards in front of the ID card reader and access is granted for all authorized cards.

Access to Specific Buildings and Rooms
Upon approval, Chatham students, faculty, and staff may require special access to certain rooms, labs, and buildings. Those who need access should request it from the Student Affairs staff at the time that their ID is being printed, or at the time the access becomes necessary. Doing so with 24-hour advanced notice is greatly appreciated. Students may need to provide proof of their need to access special spaces, such as a copy of their class schedule or a note/email from their faculty member or respective supervisor.

Access to Residence Halls
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. to 10:00 p.m.

How to Use: Students swipe their cards in front of the ID card reader and access is granted for all authorized cards.

Access Issues
For issues relating to housing and on-campus needs, residents can call the following contacts depending upon the circumstance.

Emergency and after-hours situations:
Shadyside On-Call* 412-951-0003
Eden Hall On-Call* 412-439-3332
Public Safety** 412-365-1230

*Note: On-Call staff, via Residence Life, will house temporary cards for specific halls and apartments. These active cards can be signed out in after-hours cases and returned during normal business hours when proper cards can be issued.

**Note: Public Safety can open the door for residents on a needs-only basis.
Access to Shuttles and Private Buses
Chatham students, faculty, and staff may use their Chatham ID cards to access the following:

- The Chatham Eastside, Oakland, and Eden Hall Shuttles (show to driver)
- The University of Pittsburgh buses and shuttles (show to driver)
- SafeRider Privileges via The University of Pittsburgh (show to driver)

Note: Schedules and information relating to shuttle, private bus services, and SafeRider can be found in the Transportation section of the Chatham University Student Academic Planner and Handbook.

Public Transportation
Chatham students, faculty and staff may use their Chatham ID card to board any Port Authority Transit (PAT) bus, light rail vehicle or the Duquesne and Monongahela Inclines for free. This service provides unlimited rides to Downtown, Pittsburgh and throughout nearly all areas of Allegheny County.

How to Use: Chatham ID cardholders can scan their Chatham ID cards upon entering the Port Authority Transport vehicle for their ride.

Technical Issues
In the rare occurrence of a technical glitch leading to declined public transportation access, a rider can do the following depending upon the circumstance:

- Notify the driver that Chatham University has an active agreement with Port Authority and show the driver their valid Chatham ID card with valid expiration date, and permission to stay on the ride should be granted.
- Visit the OSA during regular business hours to have their Chatham ID card replaced. *

Lost or stolen cards
If an ID card is lost or stolen, Chatham ID cardholders should visit the OSA during regular business hours to have their Chatham ID card replaced. (*)

Note: Newly issued ID cards can take up to 24 hours to be activated in the PAT system.

Emergency Access
Chatham ID cardholders who need immediate access to the bus system should do the following if this issue arises:

- **After-hours**: Call the Office of Residence Life's On-Call at 412-951-0003 to sign-out an active temporary ID card, which will provide temporary public transport access until the Chatham ID card is activated. Temporary ID cards must be returned once regular ID cards are working.
- **During normal business hours**: Visit the OSA or call 412-365-1286 to arrange to sign-out an active temporary ID card, which will provide temporary access until the Chatham ID card is activated.

Meal Plans
Chatham students, faculty, and staff can have meal plans and dining dollars added to their ID cards. This is normally processed between Student Accounts and Dining Services.

- Replaced ID Issue - When Chatham ID cardholders who previously had a meal plan on their lost, stolen or expired ID card obtain a new ID card, Dining Services needs to be notified in order for dining funds to be manually moved over.
– A paper voucher* should be given to them in this case. When they give this voucher at Anderson for their next meal, the Dining Services staff can then give it to the Dining Services Office Administrator, who will manually update the information in the system. The meal received for that voucher will simply be deducted from the Chatham ID cardholder’s existing meal plan.

*Note: The paper vouchers will be template forms that are housed at the Office of Student Affairs. They will list the person’s full name, ID number, and card proxy number.

**ID Card Replacement**
If an ID card is lost or stolen, Chatham ID cardholders should visit the OSA during regular business hours to have their Chatham ID card replaced.

If a Chatham ID card expires, or in the rare occurrence of a technical glitch leading to declined access, students can visit the OSA during regular business hours to troubleshoot and have their Chatham ID card replaced.

In most circumstances, a replacement fee of $25.00 will be charged, which can be paid via cash, check, credit card, or charged to their student account.

**Benefits Around Town**
By showing their ID Cards to the respective venues, Chatham students receive special offers throughout the city for sightseeing, cultural, and sporting events.

Offers marked with an * 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.

Visit TrustArts.org/StudentTickets for a complete list of applicable shows, purchase your tickets online, and pick-up your order at Will Call with valid student identification the day of the show.

**Pittsburgh Symphony Orchestra**
Students can purchase discount tickets for select performances, starting at $15, by using the promo code chathamstudent. Access the eligible performances at https://www.pittsburghsymphony.org/pso_home/web/subscriptions/group-student/university-discount/chatham

Student Subscriptions are available in the Gallery seating section for the BNY Mellon Grand Classic series for only $12 / concert. As a subscriber, you’ll enjoy benefits such as personalized service and ticket exchange flexibility. To subscribe or for more information, please call, 412.392.4819.
**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 two tickets per person, limited availability) OR using CheapSeats through the Pittsburgh Opera website (up to five tickets per person): http://www.pittsburghopera.org/pages/student-tickets. Discounts range from 50% to 75%.

Groups of six or more students can call ahead for group discounts: Contact Randy Adams at radams@pittsburghopera.org

**Music In A Great Space Provided Through Shadyside Presbyterian Church**

Student admission for concerts is free with current ID. Tickets may be reserved in advance by calling 412-682-4300, or obtained at the door. (first-come first-serve).

**Museums and Nature Exhibits**

**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. 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 $6.50 ($9.50 discount).

Admission to the Fort Pitt Museum is $3.50 (50% discount).

Admission to the Detre Library and Archives is free for researchers including teachers, students, and staff

**The Mattress Factory**

Student admission is $15 ($5 discount). On Tuesdays, admission is half-price. Student Annual membership fee is $25. Call 412-231-3169 for further information.

**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)

**Phipps Conservatory**

Admission is $14 per student ($1 discount).
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 GNC 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
Live the Good Life!
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!
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](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](http://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](mailto:pcwp@chatham.edu)

Questions or complaints about voting in Pennsylvania elections can be directed to 1-877-VOTESPA (1-877-868-3772) or [ST-VOTERREG@state.pa.us](mailto:ST-VOTERREG@state.pa.us)
Carson’s 12 Steps Toward Financial Wellness

1. **Take the 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.

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 a 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
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 found on the web at LINK or in the Office of Student Affairs), and the Clery Act Report (this informs you of campus crime statistics, and is 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 pack.** 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. *(Sexual Harassment, Assault, Rape Prevention)*

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.
Attention Undergraduate and Graduate Students

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**

- TBA., **Director of Career Development**
- Crystal Vietmeier, **Assistant Director of Career Development – Internships, Experiential Learning, and Career Advising**
- Kate Sheridan, **Assistant Director of Career Development – Student Employment**
- Lesli Somerset, **Coordinator for Career Development – Student Career Counseling, Outreach and Resources**
- Lauren Tudor, **Coordinator for Career Development – External Relations**

**Services**

- One-on-one career advising
- Job and internship postings at Chatham CareerLinks
- Job shadowing and internship assistance
- Networking opportunities
- Interview Strategy Coaching
- Career modules and inventories

- Professional mentors
- Job fairs like West PACS, the largest career fair in Western PA!
- Print resources
- Programs and workshops
- In-class presentations
- SDE 310 Pro-Career Preparation Course
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. Please be aware there is a 2% processing fee on all credit card and debit card transactions.

• 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 University Registrar (registrar@chatham.edu) is responsible for overseeing all aspects of Chatham University's academic records operation. Student-related topics of interest are listed below. Please visit the University's Catalog for additional information.

• 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 (available on myChatham/Documents &Forms/Registrar) to give the University permission to release non-directory information to a third party, including parents, spouses, family, friends and employers.

• 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. The length of the add/drop period depends on the length of the semester or term.
• **Transcripts:** Current students whose student accounts are in good standing may request an official copy of their University record. All orders must be submitted through Transcripts on Demand (www.iwantmytranscript.com). A consent form must be completed and returned to Transcripts on Demand if a student is not authenticated through MyChatham. Requests will be processed within three business days. A fee is charge per transcript ordered, and additional processing fees are charged for each address. Students whose accounts are delinquent cannot receive official transcripts until the accounts are paid in full, including possible late fees and collections costs.

• **Verifications of Enrollment:** After the start of the semester, general enrollment information can be verified via the National Student Clearinghouse Self-Service portal. Student Self Service saves you a trip to the University Registrar’s Office by providing you with the ability to verify enrollment securely via the Web, 24/7. Student Self Service is provided through the National Student Clearinghouse, a nonprofit organization serving the higher education community. The enrollment certificate obtained via this service serves in place of an issued letter or completed form. The student may also utilize their personal schedule as additional verification of enrollment. This can be accessed and printed via myChatham/MySchedule.

**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](http://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](http://www.rent-a-text.com) or [www.facebook.com/rentatext](http://www.facebook.com/rentatext), or click on the link on the bookstore’s website: [www.chatham bkstr.com](http://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 OSA 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. 412-365-1506

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 $35 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 $65 in flex dollars per term included. This plan is the best value for the dollar.
- **Chatham Silver**: 14 meals per week and $120 in flex dollars per term included. This plan is structured to offer more flexibility.
- **Chatham Bronze**: 10 meals per week and $230 in flex dollars per term included. The additional flex dollars allow for “stocking up” retail items or having a few more smoothies or mochas at Café Rachel.
- **Chatham Steel**: 200 meals that can be used at any time during the term and $210 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 $230 in flex per term.
- **Cougar Gold**: 100 meals and $210 in flex dollars per term.
- **Cougar Silver**: 50 meals and $210 in flex per term.
- **Cougar Commuter**: 25 meals and $210 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 exchange offered at breakfast, lunch, and dinner.

• Carriage House: Smoothie & Raw Bar 412-365-1723
Fresh smoothies, juice, and vegan food offerings. Flex and Cougar Dollars accepted at all times; meal exchange offered at lunch, and dinner.

• 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 during operating hours.

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 exchanges, 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 $230 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 $210 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 $210 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 $210 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.

All-Gender Bathrooms
In the spring of 2014, Chatham University updated signage on several bathrooms across campus which indicate those facilities as all gender. Almost every building on Chatham’s property now has an all-gender option. Our hope is that these changes will allow for increased inclusivity of students, faculty, and visitors. All-gender 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 [gatehouse@chatham.edu](mailto:gatehouse@chatham.edu) for applicable rates and additional information.
All students are provided with accounts to access network resources which include Office 365 for e-mail and cloud storage for data backup (50GB), access to campus printers, Moodle, and the CampusVue portal. The following campus resources are available to 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**: All campus buildings are equipped with wifi access including residence halls which also include network drops (one drop per pillow).

- **Network Printing**: Each student is given 300 pages of paper per term.

- **Computer Labs** are located in the following areas:
  - Buhl 236
  - Eden Hall Campus Lodge
  - Coolidge 42
  - Library
  - Chatham Eastside: Mezzanine
  - Chatham Eastside: 2nd floor CAD Lab

  (interior architecture students only)

- **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.

- **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](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](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 firstname.lastname@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 coordinator 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.
Carriage House, Falk Hall and Woodland Hall Lockers: Lockers are located in the Carriage House, 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 term-term basis. All students must supply their own lock and will be designated a specific locker to use for the remainder of the term. We do request that at the end of each term 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 hompage. 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
- Carriage House (pay machine)
- 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 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 Student Health Insurance Plan will be mailed out to students and families with
the first term invoice. 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.

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 amenities
including tv lounges, video games, board games, photo copier, and meeting spaces where students
can come relax, hang out, and attend events.
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 to the brand new Esther Barazzone Center. 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, or 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. 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. Parking regulations may change from year to year.

Note: First-year students residing on campus an enter a lottery for a parking pass, but it is not guaranteed. There are a limited number of permits issued for Chatham Eastside students.

• 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](http://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.pcc.pitt.edu/transportation/routes.html](http://www.pcc.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 cars located on Woodland Road and at Eden Hall Campus, 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/universities/chatham-university.

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 2016
Sunday, August 28  Opening Convocation
Monday, August 29  First day of classes
Monday, September 5  Labor Day: no classes
Tuesday, September 6  Add/drop period ends: 14-week session, first 7-week session
Monday, October 3  Last day to withdraw: first 7-week session
Mon-Tues, October 10-11  Long Weekend: no break for 7-week courses
Monday, October 14  Last day to submit grades: first 7-week session, before 12:00 noon
Monday, October 17  Last day of classes: first 7-week session
Wednesday, October 19  First day of classes: second 7-week session
Wednesday, October 26  Add/drop period ends: second 7-week session
Tues-Fri, November 1-11  Registration for spring, Maymester, and summer 2017
Monday, November 7  Last day to withdraw: 14-week session
Tuesday, November 22  Last day to withdraw: second 7-week session
Wed-Sun, November 23-27  Thanksgiving break: no classes
Saturday, December 10  Last day of classes
Mon-Thu, December 12-15  Final Exams (grades are due within 48 hours of exam)
Friday, December 16  Last day to submit grades: 14-week session, second 7-week session, before 12:00 noon

Friday, December 16  Commencement
Monday, December 19  Late registration for spring 2017 begins
Friday, December 30  Degree conferral for fall 2016 graduates

**Spring Term 2017**

Wednesday, January 4  First day of classes
Wednesday, January 11  Add/drop period ends: 14-week session, first 7-week session
Monday, January 16  Martin Luther King Day: no classes
Monday, February 7  Last day to withdraw: First 7-week session
Monday, February 21  Last day of classes: first 7-week session
Tuesday, February 22  First day of classes: second 7-week session
Friday, February 24  Last day to submit grades: first 7-week session, before 12:00 noon
Tuesday, March 1  Add/drop period ends: second 7-week session
Sun-Fri, March 5-12  Spring Break: Saturday classes meet 3/12
Tues.-Fri, March 14-24  Registration for fall 2017
Tuesday, March 21  Last day to withdraw: 14-week session
Friday, April 7  Last day to withdraw: second 7-week session
Tuesday, April 11  Closing Convocation
Saturday, April 15  Easter weekend: No Saturday classes
Friday, April 21  Last day of classes: 14-week session, second 7-week session
Mon.-Fri, April 24-28  Final Exams (grades are due within 48 hours of exam)
Sunday, April 30  Last day to submit grades, before 12:00 noon

Sunday, April 30  Commencement

**Maymester 2017**

Monday, May 1  First day of classes
Wednesday, May 3  Add/drop period ends
Friday, May 5  University Day and Bucket & Blossom: Classes in session
Friday, May 5  Last day to withdraw
Friday, May 12  Last day of classes
Monday, May 22  Last day to submit grades, before 12:00 noon
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

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

Reference services are offered in person at the reference desk, by phone (412-365-1670), by text (724-919-4645), by e-mail (JKMRef@chatham.edu), and through an instant message service available on the library’s website (library.chatham.edu). The reference desk is staffed during all hours the Library is open. Librarians are also available for individual research consultations which are especially useful for in-depth research projects.

Library Workshops are offered at various times during the semester, cover topics such as Basic Databases, Plagiarism & Citations and Evaluating Resources and are open to everyone. Through the E-ZBorrow and ILLiad services we can obtain needed resources from other libraries. Information about Course Reserves and using the group and individual study rooms in the library are on our website (library.chatham.edu)

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**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 IND 101: 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 Center**: offering one-on-one assistance with all phases of the writing process by our professional writing specialist and trained graduate writing mentors and peer reviewers

**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 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.

412-365-1578, 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 as we move Chatham to a net-zero energy future.
   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.com

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**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 the 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 the 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
  
  - Psychology for Gender Student Research Team
  
  - 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](http://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/](http://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@pittsburghoratory.org
- Islamic Center of Pittsburgh, Imam AbduSemih Tadese, putreach@icp-pgh.orgm
- 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
- Third Church, associate pastor, Karie Charlton, karie_charlton@yahoo.com

**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 multidenominational prayer room open 24 hours. The space was established in 2011 and features prayer mats and religious texts. 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.

- **Chatham Mentorship Program:** The Chatham Mentorship Program is offered by the Office of Career Development to help prepare our students for the professional world. The Chatham Mentorship Program 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, online and on social media, 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.

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 may authorize 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 Assistant Dean of Students at mutter@chatham.edu or 412-365-1482.

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)
  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 Criminology (Forensics) Club
  Chatham Marketing Association
  Chatham Undegraduate Student Government
  Chatham University Bowling Club
  Chatham University Dance Team: The Cougars
  Chatham University Drama Club
  Chatham University Nursing Honor Society
  Chatham University Outing Club
  Chatham University Student Occupational Therapy Association
  Communiqué
  Creative Writing Club
  CSG Class of 2017
  CSG Class of 2018
  CSG Class of 2019
  CSG Class of 2020
  Education Major Club
  Exercise Science Club
  Feminist Activists Creating Equality (FACE)
  Fermentation Club
  Fickes Residence Hall Council
  French Club
  Girl Up
  Graduate Student Assembly
  Graduate Pre-Health Science Club
  Her Campus Chatham
  International Interior Design Association
  International Students Club
  Knitting Club
  League of Student Voters
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.

• 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 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.
- **In the House (Carriage House) Series:** Head to the Carriage House to enjoy video game tournaments, karaoke, performers, movie screenings, popular TV viewing parties like TGIT & Empire, and much more.

**Publications**
The University's campus newspaper, the *Communique*, 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 in baseball, basketball, cross country, ice hockey, lacrosse, soccer, softball, swimming and diving, track and field, and volleyball.

- **Director of Athletics**, Leonard Trevino, 412-365-1650, 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**, Andrew Garcia, 412-365-1649, agarcia@chatham.edu
- **Head Coach, Women’s and Men’s Cross Country and Track & Field**, Jon Morrow, 412-365-2954, j.morrow@chatham.edu
- **Head Coach, Women’s Ice Hockey**, Jason Evans, 412-365-1265, jevans@chatham.edu
- **Head Coach, Men’s Ice Hockey**, Michael Callan, 412-365-1763, m.callan@chatham.edu
- **Head Coach, Women’s Lacrosse**, Alyssa Batty, 412-365-1730, a.batty@chatham.edu
- **Head Coach, Men’s Lacrosse**, Phil Dodson, 412-365-1745, p.dodson@chatham.edu
- **Head Coach, Women’s Soccer**, Betsy Warren, 412-365-2953, bwarren@chatham.edu
- **Head Coach, Women’s Softball**, Vacant
- **Head Coach, Women’s and Men’s Swimming & Diving**, Carter Crosby, 412-365-2945, c.crosby@chatham.edu
- **Head Coach, Women’s Volleyball & Men’s Club Volleyball**, Dylan Lasher, 412-365-2959, d.lasher@chatham.edu
- **Head Athletic Trainer, Senior Woman Administrator, and Student Athlete Advisory Committee (SAAC) Advisor**, 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.

- **Director of Career Development**, Vacant, 412-365-1524
- **Assistant Director of Career Development**, Internships, Experiential Learning, and Career Advising, Crystal Vietmeier, 412-365-1525, cvietmeier@chatham.edu
- **Assistant Director of Career Development – Student Employment**, Kate Sheridan, 412-365-2762, k.sheridan@chatham.edu
• Coordinator for Career Development – Student Career Counseling, Outreach, and Resources, Lesli Simerset, 412-365-1593, l.somerset@chatham.edu
• Coordinator for Career Development – External Relations, Lauren Tudor, 412-365-1280, ltudor@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

• Cougar Spirit Groups
  – Cheerleading: The cheerleading team is highly competitive and performs at a variety of varsity athletic contests and campus wide events! If you would like to try out for this dynamic club, please contact the advisor, Dani Pais at dpais@chatham.edu or 412-365-1625.
  – Dance Team: The dance team performs at a variety of varsity athletic contests and campus wide events! If you would like to try out for this energetic club, please contact the advisor, Dani Pais at dpais@chatham.edu or 412-365-1625.
  – Pep Band: We are looking for talented musicians that are interested in joining our newest organization, Chatham Pep Band! If you would like more information about becoming a member, please contact the advisor, Dani Pais at dpais@chatham.edu or 412-365-1625.
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, a part-time Doctor in Clinical Psychology and a part-time Master of Clinical Social Worker. 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. When long-term care is needed, the student will be referred to an external mental health professional for appropriate care.

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.

Need Help After Hours? re:solve Crisis Network is available 24/7
A crisis can be anything from feeling lonely and needing to talk to feeling overwhelmed with life. Our lives are full of stressors — both large and small — but, no matter the complexity, it helps to talk with someone. re:solve Crisis Network provides round-the-clock, mental health crisis intervention and stabilization services for residents of Allegheny County in Pennsylvania.

- Telephone: call any time and speak with a trained counselor at 1-888-7-YOU CAN (1-888-796-8226)
- Mobile: our trained crisis counselors will travel to where you are — anywhere in Allegheny County.
- Walk in: you don’t need an appointment when you visit our North Braddock Avenue location, near Pittsburgh, Pa. Just walk in and talk about your concerns or those of a family member or friend.
- Residential services: Residential and/or overnight services are accessible only for individuals, ages 14 and older, whose crisis extends over a period of time. We provide up to 72 hours of residential services at our North Braddock Avenue location. An individual may not admit him or herself for residential services, but rather would be assessed during walk-in and then referred to residential services by a staff member. Individuals must have a diagnosis to be admitted to residential, (but that could happen during a walk-in evaluation).

Student Health Services. 412-365-1714
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 144 for information on Student Health Insurance.

Education & Programming

• AlcoholEdu: An online program designed to reduce the negative consequences for alcohol through a personalized educational experience. All new students are required to complete AlcoholEdu modules prior to arriving on campus and within the first 6 weeks.

• Haven: An online program which addresses the critical issues of sexual assault, relationship violence, stalking and sexual harassment among students. All new students are required to complete Haven modules prior to arriving on campus and within the first six weeks.

• Choices Peer Leaders: Student leaders who provide training and outreach on alcohol use, sexual health, and other substance use issues. Choices Peer Leaders play a key role in alcohol and sexual assault education during orientation and throughout the year.

• Self-help Workshops: Theme-oriented educational workshops are offered to all registered students.

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, 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. 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 connect undergraduate and graduate alumni, as well as current students of Chatham. Seniors are welcomed into the Alumni Association with Senior Toast and Senior Dinner and graduate students are welcomed following the successful conclusion of their program. Alumni participate as mentors in professional development, as student recruitment assistants, as volunteers for University-related events, and as philanthropic supporters of the University. Regional events in areas around the country are beginning to take place in select cities. All alumni and current students are welcome to attend any event.

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 service, and leadership skills, network with alumni and become involved on campus.

UNIVERSITY MARKETING & COMMUNICATIONS
Chatham University’s Marketing & Communications department is structured to provide in-house marketing and communication services to the university and its various departments, programs and outreach centers. To ensure quality and cost efficiency, the department also manages and monitors the selection and work with external marketing and creative support service vendors and partners as needed.

The department is responsible for the oversight and management of the university's overall brand and sub-brands of its various programs and offerings. The department is responsible for providing a full complement of marketing and communications services across the university including research, strategy and planning, creative services and production management.

Photography on Campus for University Use
Chatham University and its representatives on occasion take photographs and/or videos 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 image published, you have the right to withhold its release by contacting the Office of Marketing and Communications via e-mail at communications@chatham.edu.
From the Office of Student Affairs

Here at Chatham, your well-being is our priority. We pride ourselves on providing our students with a compassionate, protective community that allows for personal growth and development alongside strong educational programs that prepare you for life after college. So much of this is due to our vibrant student community who devote themselves to creating a safe and welcoming space on our campus.

We believe in promoting a holistic approach to our students’ well-being by keeping them engaged and informed and addressing the seven dimensions of wellness. Whether through programs like AlcoholEdu and Haven, civic engagement and community service, or the variety of events we offer throughout the year, our students take advantage of numerous opportunities to stay educated and aware in a changing world.

Here, you’ll find more information on campus policies and procedures as well as your rights under Title IX. I hope you’ll make the most of this information and continue your development as a world-ready member of the Chatham community. And if you’re new to Chatham, consider this your roadmap toward helping to create a space where all community members can be safe, healthy, and valued.

Know that you can find student advocates wherever you turn – from the Office of Student Affairs to student leaders, student athletes and the various faculty and staff members on campus. We pledge to keep you safe and healthy during your time here and to give you the tools to build the best college experience you can envision. Together, we can continue to build an inclusive and ethical global community that prizes its members’ potential and well-being.

Zauyah Waite, Ph.D., Vice President for Student Affairs and Dean of Students

From the Office of Public Safety

Your safety is important to us. We’re proud to maintain a safe campus community in a diverse metropolitan setting, mostly due to strong connections between the Department of Public Safety, other campus departments, and our students.

In order to uphold our shared commitment to safety, we ask that you please become familiar with the policies and procedures in this booklet. A healthy community is built of engaged members sharing a responsibility to each other’s safety and security.

Get to know your campus resources and advocates. Never be afraid to come to us when you need help, or if you have a question about how things work. The members of the Public Safety staff, as well as many other campus advocates, are here to ensure that your time at Chatham is safe and enjoyable. We hope that you’ll do your part to help us in accomplishing that mission.

Donald Aubrect, Chief of Public Safety
Immediated steps to take if you or a friend have been a victim of sexual violence:

**First: Ensure safety of yourself and others**
- Find a safe place
- Call Campus Safety ................................................ 412-365-1111 or 911
- If a threat to campus is imminent a timely warning will go out

**Second: Seek Medical Care for your physical and mental wellbeing and to preserve physical evidence**
- Magee Women's Hospital of UPMC ................................................ 412-641-4933
- UPMC Shadyside Hospital ................................................ 412-623-2121
- Chatham Student Health Services & Counseling Center .......................... 412-365-1282
- Campus safety can transport you to and from the hospital

**Third: Know Your Resources & report the incident**
- Review this policy and procedures handbook. There are many resources on and off campus that are here to help you.
- Report incidents of sexual violence to the University so that Chatham can address these situations immediately and provide you with follow-up care.

**What is Title IX?**
It's generally known that Title IX was an instrumental law in equalizing school athletics programs for female students. More than that, Title IX of the Educational Amendments of 1972, and any regulations resulting from it, prohibits discrimination on the basis of sex in educational programs or activities that receive Federal funding. In other words, Title IX protects all students at an institution from sex discrimination, including sexual violence.

In a time when the issues college students face are increasingly complicated, Title IX provides guidance to universities on how to best remedy sex discrimination. For example, a report from the National Institute of Justice found that roughly 1 in 5 women are victims of completed or attempted sexual assault while in college. The report also found that about 6 percent of men are victims of completed or attempted sexual assault while in college. Meanwhile, 2013 statistics from the Department of Education show that education rates have shifted over the past few decades: women now attain higher degrees at a rate higher than men, leading by 7 percent in the amount of completed bachelor's degrees and 3 percent in the amount of completed master's or postsecondary degrees.

There can be no one priority issue for either sex. Rather, Title IX protects all university students - male and female students; straight, gay, lesbian, bisexual and transgender students; part-time and full-time students; students with and without disabilities; and students of different races and national origins – from sex discrimination.

If you or someone you know is experiencing sexual harassment or sexual violence, reach out to someone on campus or a member of the Student Affairs staff. We'll put you in touch with a Title IX coordinator and other resources right away! We're all here to deter discrimination and make the Chatham community a safe, welcoming space for our students and staff.

Notice of Non-Discrimination (Updated May 2016)

It is the policy of Chatham University to not discriminate on the basis of race, color, 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. Specific inquiries regarding these matters may be directed to the assistant vice president of human resources: Chatham University, Wood-land Rd, Pittsburgh, PA 15232, 412-365-1847.

Moreover, as a recipient of Federal financial assistance, Chatham wishes to comply with recent federal regulations contained in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Executive Order 11246, which deals with Affirmative Action.

In summary, under Title IX:

We do not discriminate on the basis of sex in any of our educational programs, activities, or policies.

We employ personnel who serve as Title IX coordinators. Your inquiries about our application of Title IX may be directed to any of our Title IX coordinators or to the U.S. Department of Education's Office for Civil Rights at ocr@ed.gov or (800) 421-3481.

We prohibit all forms of sexual harassment and sexual violence.

We promise to take immediate, impartial action to eliminate sexual harassment and violence while also providing the necessary remedies to affected students.

The following sections are meant to give you a general overview of your rights under Title IX so that you, as a Chatham community member, can be an empowered, world-ready leader engaged fully with the Chatham University community.


What Does Title IX Cover?

Title IX covers all instances of sex discrimination, including sexual harassment and sexual violence. An umbrella term, sexual violence may include acts such as rape, sexual assault, sexual battery, and sexual coercion. Title IX also has extraterritorial reach, meaning that instances of cyber-harassment and sexual harassment that occurs at off-campus college events are also covered. Schools may also be obligated to respond to instances of student-on-student sexual harassment that occur off-campus outside of an educational program or activity.

Athletics

Campus athletics programs are considered educational programs and activities and are therefore subject to Title IX requirements and procedures. Men and women must be provided equitable opportunity to participate in sports (equal opportunity to play, not identical sports). Title IX also requires that male and female student athletes receive equal treatment including: equipment, supplies, scheduling of games and practices, travel allowances, access to tutoring & support services, coaching, locker room, practice and competitive facilities, medical and training services, housing and dining facilities, promotion and publicity as well as recruitment efforts.
Transgender Students and Gender Identity

Title IX prohibits sex discrimination in education programs and activities and this includes discrimination based on a student’s gender identity including discrimination based on a student’s transgender status. The University cannot exclude, separate or deny benefits to or provide differential treatment based on the sex of any person. The U.S. Department of Education ( ) states that Universities must not treat a transgender student differently from the way it treats other students of the same gender identity and that when a student or the student's parent or guardian notifies the University of that the student will assert a gender identity that differs from previous representation or records, the University must begin treating the student consistent with the student’s gender identity. Furthermore, requiring student to produce personal identification that reflects their gender identity in order to treat them consistent with their gender identity may violate Title IX when doing so has the practical effect of limiting or denying students equal access to an educational program or activity.

More information on the Title IX policies related to transgender students can be found at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf


Title IX at Chatham University

Who Implements Title IX at Chatham?

All University officials and campus constituents are responsible for ensuring that students receive and are made aware of proper treatment under Title IX, but Chatham coordinators who are available to answer any specific inquiries you might have. Those coordinators are:

Title IX Coordinators & Deputy Coordinators

• Title IX Coordinator
  – Vice President for Student Affairs and Dean of Students, Zauyah Waite, 412-365-2794
    Woodland Hall, 1st floor
• Deputy Coordinators for Students
  – Assistant Deans of Students, Mary Utter, 412-365-1482
    Assistant Deans of Students, Heather Black, 412-365-2776
    Woodland Hall, 1st Floor
  – Director of Athletics, Leonard Trevino, 412-365-1650
    Athletic and Fitness Center, 2nd floor
  – Director of Disability Support Services & Programs for Academic Confidence and Excellence (PACE) Center, Cindy Kerr, 412-365-1611
    Jennie King Mellon Library, 3rd floor
  – Director of Student Health and Wellness, Ron Giles, 412-365-1269
    AFC, 2nd floor
• Deputy Coordinator for Faculty and Staff
  – Assistant Vice President for Human Resources, Frank Greco, 412-365-1680
    Mellon Center, 1st floor

How to File a Title IX Complaint:

• Call the 24-hour emergency Public Safety hotline at 412-365-1111.
• File in person with a Title IX Coordinator or Duty Coordinator
Other Laws Working in Tandem with Title IX

Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was enacted by the U.S. Department of Education and has been amended multiple times since 1992. It is the federal law that requires campus security departments to disclose information about crime on their campuses. The act requires colleges and universities to publish an annual security report, have a public crime log, disclose crime statistics for incidents that occur on or around campus, issue warnings about potential crimes that pose a threat to students and faculty, devise an emergency response plan, compile and report fire data, and enact policies and procedures to handle reports of missing students.

In light of amendments to the Violence Against Women Act in 2013, the Clery Act has been updated and improved in terms of responding to incidents of dating violence, domestic violence, stalking, and sexual assault. Campuses must report all incidents of the above issues, provide all students who report the above with a notice of their rights and all related institutional policies, advocate for victims by maintaining a transparent system of disciplinary procedures, provide ongoing training for all staff members involved in such procedures, and add gender identity and national origin to the categories of bias that serve as the basis of determination for hate crimes.

Campus SaVE Act: The Campus Sexual Violence Elimination (SaVE) Act was enacted by the U.S. Department of Education’s Office for Civil Rights. The act looks to address the violence that students face on college campuses across the United States; this includes (but is not limited to) stalking, intimate partner violence, rape, and attempted rape. It requires that incidents of such violence be included in annual campus crime reports, defines minimum standards for institutional disciplinary procedures for abusers, instructs colleges and universities to provide programming that addresses such violence, and establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to outline practices for preventing and responding to such violence.

Violence Against Women Act: Originally signed in 1994 under the leadership of then-Senator Joe Biden, the goal of the Violence Against Women Act was to hold offenders accountable for their actions as well as to provide services for the victims of domestic and sexual violence. The act provides programs and services including community violence prevention programs, funding for victim assistance services like rape crisis centers and hotlines, programs to meet the needs of immigrant women and women of different races or ethnicities, programs and services for victims with disabilities, and legal aid for survivors of domestic violence. In 2013, the VAWA was reauthorized and expanded to provide services for all victims of domestic violence, sexual assault, dating violence, and stalking, including LGBT victims, college students and youth, and public housing residents.

Pennsylvania Act 153: In 2014, The Pennsylvania General Assembly amended the Child Protective Services Law through Act 153, which also goes by the name of “Certification for Clearances for Volunteers/School Employees.” The act requires all potential and current employees, independent contractors, and volunteers who will come into direct contact with children under the age of 18 to participate in additional criminal background checks and child abuse clearances that are to be renewed on a three-year cycle. Direct contact is defined by the act as “the care, guidance, supervision or control of children or routine interaction with children.”

For additional information on your rights under Title IX, visit
http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html
http://www2.ed.gov/about/offices/list/ocr/docs/know-rights-201404-title-ix.pdf
http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf
Campus and Community Resources

Chatham On-Campus Contacts & Resources

Public Safety .............................................................. 412-365-1230
Office of Student Affairs .......................................... 412-365-1286
Office of Residence Life ............................................. 412-365-1518
Counseling Services ................................................... 412-365-1282 (Confidential)
Student Health Services ............................................. 412-365-1714 (Confidential)
Athletic Department ................................................... 412-365-1519
Office of Academic Affairs ........................................... 412-365-1157
PACE Center and Disability Services ......................... 412-365-1611
Women’s Institute ....................................................... 412-365-1578

Abuse, Sexual Violence, Domestic Violence Contacts & Resources

National Sexual Assault Online Hotline (RAINN) 24-Hour Nation-Wide .......... 1-800-656-4673
National Domestic Violence Hotline 24-Hour Nation-Wide .................... 1-800-799-SAFE (7233)
Pennsylvania Coalition Against Domestic Violence .................................. 800-932-4623
Pittsburgh Police ................. ........................................... 412-323-7800
Pittsburgh Action Against Rape (PAAR) ............................................. 866-363-7273
Pittsburgh Center for Victims 24-Hour Crisis Hotline ......................... 866-644-2882
Rape, Abuse, and Incest National Network –
    Sexual Assault Hotline 24-Hour Nation-Wide ......................... 1-800-656-HOPE (4673)
Women’s Center and Shelter of Greater Pittsburgh ......................... 412-687-8005

Crisis and Suicide Resources

Re: solve Crisis Network 24-Hour Counseling Services hotline .................. 1-888-796-8226
Crisis Center North, Inc. 24-Hour Crisis hotline ................................... 412-364-5556
PA 211, United Way Hotline ........................................... 2-1-1

Health and Safety

Allegheny County Health Department ........................................... 412-687-2243
Community Human Services Corporation ........................................ 412-621-4708
Pittsburgh AIDS Task Force (PATF) .......................................... 412-345-7456
Pittsburgh AIDS Center for Treatment .......................................... 877-788-7228

Homelessness Services

Allegheny County Housing Authority ........................................... 412-355-8940
Bethlehem Haven ........................................................................... 412-391-1348
Familylinks Downtown Outreach Center & Shelter ............................ 412-471-6160

LGBTQ Resources

Gay and Lesbian Community Center (GLCC) ................................... 412-422-0114
Gay, Lesbian, Bisexual, and Transgender Helpline ......................... 888-843-4564
PERSAD center ............................................................................. 412-441-9786

Pregnancy and Family Planning

Adagio Health .............................................................................. 800-215-7494
Birthright of Pittsburgh ............................................................... 412-621-1988
Genesis of Pittsburgh ................................................................. 412-766-2693
Pittsburgh Family Planning Center (Planned Parenthood) .......... 412-434-8971
The Chatham University Public Safety Department 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.

Public Safety Department. . . . . . . . . . . . . . . . . . . . . . . . . . 412-365-1273

The department consists of a director and ten full-time officers. A public safety officer is on-call 24 hours a day. The department falls under the supervision of the Senior Vice President of Finance and Administration.

Police officers in the Public Safety Department are certified under Pennsylvania Legislative Act 120: Municipal Police Officers Education and Training Act and/or Legislative Act 235: The Lethal Weapons Training Act, and are armed. The officers are sworn in by Allegheny County and have arrest powers as granted by Pennsylvania Legislative Act 501: The Private Police Act. Their jurisdiction includes all Chatham University property and all roads running through and adjacent to the campus. All officers must attend mandatory in-service training sessions, which address a range of topics relating to police work and are updated on a regular basis. The officers are required to be trained in the use of firearms and must qualify annually. Several officers are certified crime-prevention officers through the Pennsylvania Commission on Crime and Delinquency.

The Public Safety Department cooperates fully with local and state law enforcement agencies in cases that involve both on and off campus jurisdictions or when resources of another agency can better facilitate the resolution of an investigation. Crimes occurring on campus are reported to the City of Pittsburgh Police Department when appropriate and when required by law. The Pittsburgh Police also service the campus community and can be contacted directly through the regular emergency numbers. The Public Safety Department maintains an excellent relationship with the Pittsburgh Police and can communicate with the local police by direct radio link. In addition, the Pittsburgh Police Department assists with criminal investigations and crime prevention awareness programs offered to all community members.

Crime Prevention
Your safety and security is extremely important to us at Chatham University. The following information is provided to share with you our commitment to the safety and security of the University. The Public Safety Department has certified crime prevention officers. We provide training, distribute information, and provide other crime prevention services to community members.

Sexual Harassment, Assault, Rape Prevention (SHARPS) Programs: The Public Safety Department has certified SHARPS instructors and offers SHARPS training free of charge to community members. For information on SHARPS or other crime prevention programs, contact the Public Safety Director, 412-365-1231.

• Mass Emergency Notification System - 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.

• **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.

• **Chapel Alert System:** The Chapel bells have the ability to act like an “air raid” siren system. The
system uses three types of alerts. An “alert horn” will be sounded to alert all community members
to go to a classroom, office, room, etc. and lock themselves in (“lockdown”). A “siren” will be
sounded to alert community members to seek shelter either in the lowest part of a building or the
center part of a building and a “bell” will be sounded as an “all clear.” This system is activated
through the campus police.

• **Call Boxes:** Emergency call boxes are located throughout the campus, and provide a direct line to
the campus police officers. These call boxes are identified by a bright blue light.

For more information visit the Public Safety section on myChatham.

*Crime Reporting*

**Annual Security Report**

Each year, the Chatham University Public Safety Department publishes crime statistics as required by
the Clery Act. In accordance with the Clery Act all public and private institutions which participate
in and receive funding under the Higher Education Act (HEA) Title IV student financial assistance
program must report crimes in and around their campus. This applies to sexual violence on campus
as well as other crimes and offenses.

Crime statistics are provided to assist students in evaluating crime on campus. The crime statistics
are prepared by the Director of Public Safety. Campus crime, arrest and referral statistics include
those reported to the Chatham University police, designated campus officials, Conduct Board and
local law enforcement agencies. **Annual crime statistics can be found online at**
http://www.chatham.edu/campuslife/services/publicsafety/crimestats.cfm

**Who must report Crime? Campus Security Authorities & Responsible Employees**

Under the Clery Act and the Violence Against Women Act (VAWA) many university employees, staff
and student leaders are designated as persons with a duty to report campus crimes. For all campus
crimes, the Clery Act designates campus security authorities (CSA), or persons who plays a role in
collecting and reporting crime statistics. Crimes which are reportable under Clery include those
that take place on both campus and non-campus properties that are affiliated with the University
including on University sponsored trips. CSAs include campus police officers or those responsible for
campus security, anyone designated by campus policy as individuals or organizations whom crime
should be reported and officials of the institution who have significant responsibility for students,
and campus activities. This includes but is not limited to staff members in Residence Life, Student
Activities, Student Affairs and Athletics.

Furthermore, the Violence Against Women Act (VAWA) states that all “responsible employees” of the
University have a duty to report incidents of sexual violence or other sexual misconduct. Responsible
Employees are those staff and faculty who, under most circumstances, a student could reasonably believe has authority or duty to report crime. Victims who report sexual misconduct to a responsible employee should expect that the University will take prompt and appropriate steps to investigate the incident.

With Clery and VAWA, Campus Security Authorities and Responsible Employees have a duty to report sexual misconduct to the Title IX office. This report should include all relevant details about the alleged sexual violence including names of the victim and alleged perpetrator(s), witnesses and other facts related to location, date and time of the incident.

Confidential Employees

Student Health Services providers and Counseling Center counselors are considered “confidential employees” and will not reveal your personal identity. Confidential employees may speak to and work with a victim without reporting confidential, personal information. These staff may report that an incident occurred but will not reveal the victim’s identity. There are some exceptions to this confidentiality related to victims who are under the age of 18 (abuse of a minor).

If you would like to speak confidentially with a health or counseling professional at Chatham, please contact 412-365-1282.


Sexual Harassment

According to the Department of Education’s Office for Civil Rights, sexual harassment is unwelcome sexual conduct that denies or limits a student’s ability to participate in or benefit from a school’s educational or co-curricular programs.

Always remember:

• Sexual harassment can take a variety of forms depending on the harasser and the nature of the harassment.
• College or university employees, other students, and non-employed third parties, such as visiting speakers, can all be the ones to carry out this conduct.
• Harassment can be verbal, nonverbal, or physical, and all students, regardless of sex, can be victims. The harasser and the victim may be of the same sex.
• Harassment may occur at any school program or activity on or off campus.

Some examples of sexual conduct include:

• Making sexual propositions or pressuring students for sexual favors
• Unwelcome sexual advances
• Writing graffiti of a sexual nature
• Displaying or distributing sexually explicit drawings, pictures, or other materials
• Performing sexual gestures or touching oneself sexually in front of others
• Telling sexual or dirty jokes
• Spreading sexual rumors or rating other students as to sexual activity or performance
• Circulating or showing e-mails or websites of a sexual nature

Sexual harassment can take two forms: quid pro quo and hostile environment.
Quid pro quo harassment: Occurs when the harasser causes a student to believe s/he must submit to unwelcome advances in order to participate in a school program or activity, or causes the student to believe educational decisions will be made on the basis of their response to the harassment.

For example: A faculty member threatens to fail a student unless the student submits to their sexual advances.

Hostile environment harassment: Occurs when unwelcome sexual conduct is so severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity, or creates an educational environment that is intimidating, threatening, and abusive.

For example: Someone repeatedly makes unwelcome sexually suggestive comments to a student at campus social events


Sexual Violence

Sexual violence is a form of sexual harassment prohibited by Title IX and includes conduct that is criminal in nature. Not all forms of sexual violence are physical; the term also applies to sexual harassment, threats, sexually motivated stalking, and peeping.

Physical forms of sexual violence include:
- Rape
- Sexual assault
- Sexual battery
- Unwanted touching
- Dating violence

Sexual coercion is also a form of sexual violence. Sexual coercion is the act of using pressure, force, alcohol or other drugs, etc. to have sexual contact with someone against his or her will.

Sexual violence refers to acts: that are perpetrated against the victim’s will, where consent is not obtained, and/or where a person is incapable of giving consent due to being under the influence of alcohol or other drugs.

Did You Know? 85% of new Chatham students used the online AlcoholEdu curriculum to establish a plan for responsible decisions around alcohol.

Did You Know? 90% of new Chatham students do not drink alcohol, or make healthy decisions when it comes to drinking.

All students can be victims of sexual violence, though victims are generally female and perpetrators are generally male and known to the victim. It is estimated that 20 to 25% of female students and 6% of male students experience attempted or completed sexual violence during their time at college.

Consent

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity.
Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person’s use of alcohol and/or other drugs does not eliminate his or her responsibility to obtain consent.

Making Safe Decisions About Alcohol
At least 50% of campus sexual assaults involve alcohol. Keep in mind the following when making decisions about drinking:
• Alcohol impairs judgment, leading perpetrators to disregard a lack of consent and leading victims to miss risk cues.
• Alcohol is often used by perpetrators as an excuse for their actions.

Others may use drinking as an excuse to blame the victim for not being careful enough or seeming sexually available, but sexual violence is never the victim’s fault.

Sources: CDC’s National Center for Injury Prevention and Control, Division of Violence Prevention, “Understanding Sexual Violence” fact sheet, 2011; and Office of Student Affairs, Students and Alcohol Use at Chatham University: Summary Report 2013-2014, Pittsburgh, PA, 6/24/14

CHATHAM’S POLICY ON SEXUAL HARASSMENT AND SEXUAL VIOLENCE

According to Title IX, every school must have and make known the procedures by which a student can file a complaint regarding sex discrimination, including sexual harassment and sexual violence.

Below are highlights from Chatham’s official policy on these matters. Our wording refers to sexual violence using the term “sexual assault.” Chatham University prohibits members of the Chatham University community or anyone on the University campus to commit acts of sexual assault. The University reaffirms the principle that students, faculty, and staff have a right to be free from any form of sexual offense, both forcible and non-forcible. Sexual offenses are unacceptable and will not be tolerated. They are also unlawful. Sexual assault is defined as threats or deliberate physical contact of a sexual nature, which is forced, coerced and/or without consent. Such consent may be withdrawn at any time; without regard to activity proceeding the withdrawal of consent. This includes but is not limited to rape, involuntary deviant sexual intercourse, aggravated indecent assault, indecent assault, sexual touching, or any conduct of a sexual nature which threatens or endangers a person’s mental or physical health or safety, or the well-being of any person by a person(s) known or unknown to the victim.

In the event of an alleged sexual assault on campus, the party the complainant should contact differs depending on the complainant’s status at Chatham (as in student, employee, or community member).

For more information on who to contact, access the Department of Public Safety’s full Sexual Assault policy at www.chatham.edu/campuslife/services/publicsafety/policies.cfm#sexualassault

Complaints of sexual assault will be responded to promptly and equitably.

The right to confidentiality of all members of the University community will be respected, insofar as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited.
Possible sanctions for students found guilty of sexual assault including rape, acquaintance rape, or other forcible or non-forcible sex offenses may include: possible transfer of residence, removal of residence privileges on campus, restricted access to specified buildings, events or areas of the campus, and/or suspension or dismissal from the University.

Possible sanctions for a faculty or staff member found guilty of sexual assault may include transfer of position, restricted access to specific buildings, events or areas of campus, suspension without pay, and/or termination of employment.

After a reported sexual assault, Chatham will change a student victim's academic or living situation due to the alleged sexual offense if the changes are requested by the victim and are reasonably available. The student may seek assistance from the Vice President of Student Affairs and Dean of Students or designee/s.

It should also be understood that (as with any crime) if charges of sexual offense are prosecuted, criminal penalties could result, in addition to sanctions imposed by the University. In any campus disciplinary proceeding, all parties are informed of the outcome of their case, including any University sanctions.

Students may also contact the U.S. Department of Education, Office for Civil Rights, at ocr@ed.gov or 800-421-3481.

Sources: Chatham University, Department of Public Safety, Sexual Assault and Sexual Harassment, Pittsburgh, PA, revised 12/07

Procedures
All sexual assault incidents must be reported to the Department of Public Safety; however, the confidentiality of the victim is always our primary concern. The reporting of the incident does not necessitate that either internal or external investigation and judicial proceedings will occur, but reporting the incident meets the requirements of existing laws.

Process
In the event of an internal investigation and judicial procedures:

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding;
- The accuser and the accused must be informed of the outcome of any institutional judicial proceeding alleging a sex offense; and
- A victim cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case. Prosecuted, criminal penalties could result, in addition to sanctions imposed by the University.
- In any campus judicial proceeding, all parties are informed of the outcome of their case, including any University sanctions.
- Any individual who feels that a sexual assault complaint did not receive prompt and equitable response after pursing the procedures previously described, should contact the Office of the President.
- Students will be notified of existing on and off-campus counseling, mental health, or other student services that are available for sex offense victim.
Complainant & Respondent’s Rights

Any student, other campus constituent, or community member reporting an act of sexual harassment or violence is referred to as the complainant. The person or other campus constituent who is alleged to have committed the sexual harassment or violence is referred to as the respondent. The following is a list of complainant and respondent’s rights under Title IX:

• You have the right to present your case. This includes: the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.
• You have the right to be informed of and have access to campus resources for medical, counseling, and advisory services
• You have the right to be notified of the time frame within which: (a) the school will conduct a full investigation; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.
• You have the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in judicial proceedings:
  – Schools must disclose to you information about the sanction imposed on the perpetrator when the sanction directly relates to you. This includes a protective order, the fact that the harasser has been transferred from a class, or the fact that the harasser has been transferred to a new residence hall.
  – You can’t be required to abide by a non-disclosure agreement, in writing or otherwise

The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, you must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is never an appropriate resolution. Please be aware that, if the perpetrator of an alleged sexual assault is not affiliated with the school, the school’s appropriate response will vary depending on the level of control the school has over the perpetrator. For instance, if the perpetrator is a student at another institution, the school should encourage the perpetrator’s institution to conduct an investigation. All other actions taken by the school, from conducting its own inquiry into what happened and providing the best possible remedies to the complainant and the broader student population, should remain the same as in any other case of sexual harassment or violence.


The Title IX Coordinator is responsible for evaluating student requests for confidentiality.

Our promise to you is that we will ensure your confidentiality whenever possible, we will respond to your complaint swiftly and appropriately, we will provide any protective interim measures that are possible, and we will refer you to any necessary support services. On-campus employees, such as those working in Counseling Services, can talk with a survivor in confidence. We will create a safe, compassionate environment for you to ensure that your rights are retained and any proper remedies are made available. If ever there comes a time when we can’t ensure your confidentiality, we’ll be up front with you — for instance, if the safety of others in the community might be at risk, the good of the campus community may outweigh a student’s confidentiality request. If a student requests confidentiality and decides not to press charges, we’ll still be required to file an anonymous report of the incident in order to comply with the Clery Act for campus crime reporting.
Pregnant and Parenting Students
As an inclusive university, Chatham strives to meet the needs of all of our students. For more information on pregnant and parenting students’ rights, you can contact the National Women’s Law Center at info@nwlc.org, or go to www.nwlc.org/pregnantstudents.

Under Title IX, you must have equal rights to school and activities, and are eligible for any special services provided to temporarily disabled students; you cannot be required to attend a separate program for pregnant or parenting students but, if you choose to do so, any such program provided by the school must be equal to the general student experience; you must be granted any excused absences due to pregnancy or childbirth that your doctor deems necessary; and you are not required to turn in a doctor’s note to continue attending school or activities (unless a doctor’s note is a required criterion of attendance for all students).

International Students
Chatham is proud to have a large international student population. Title IX covers all students, regardless of national origin. Your rights under Title IX are as follows:

“Title IX protects all students at recipient institutions in the United States regardless of national origin, immigration status, or citizenship status... A school must also ensure that any school reporting forms, information, or training about sexual violence be provided in a manner accessible to students who are English language learners.”

- In the event that you are recovering from the immediate effects of sexual violence and are required to take a full-time course load, you may wish to seek approval from the Office of International Affairs to drop below full-time student status. You also have the right to have a student advocate — a counselor, advisor, or other administrative member — to intervene on your behalf and make this request. You can contact the Office of International Affairs at 412-365-1388 or internationalaffairs@chatham.edu.

- You may not be threatened with deportation or in regard to your immigration status as an attempt to defer you from filing a Title IX complaint. This is unlawful and violates Title IX’s protection against retaliation.

For further information regarding the rights of specific student groups, feel free to contact one of Chatham’s Title IX coordinators or access the Title IX FAQ page at http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf.

Title IX Accommodations Procedure
As noted in the section on Pregnant and Parenting Students, no student may be discriminated against due to pregnancy or because they are a parent. In the event that a student must apply for necessary medical accommodations, such as absence from class due to pregnancy, students may contact the PACE Center at 412-365-1523 or by e-mail at pace@chatham.edu. Students applying for these accommodations will be asked to provide necessary documentation in a process similar to that of requesting short-term disability accommodations.

Important Steps for Reporting
If you or a friend has experienced sexual assault, please be sure to do the following:

- Get to a safe place.
- Seek out assistance from a person you trust.
- Try your best to maintain any physical evidence:
– Try not to shower, bathe any part of your body, use medications, or brush your teeth. Stay in the clothes you were wearing or wrap them and anything else you came into contact with (bedsheets, etc.) in a clean sheet. If you choose to put these items in a bag, make sure it’s a paper bag.
– Don’t touch anything the accused may have touched or left behind.

- Get medical help. Doctors can assist with potential internal injuries you’re unaware of, treat any external injuries, treat for certain STDs, and give you information on HIV/AIDS and pregnancy prevention.
- Consider going to the hospital for an evidence collection kit. These can be administered up until 72 hours after the event and will be important if you decide to press charges later.
- Seek counseling support.
- Consider your legal options. You can ask questions of any Title IX coordinator for clarification.
- If you’re reporting, we suggest you do so both with the Campus Police and the local police department. Sexual assault is both a violation of university policy and criminal law, and you have the right to a criminal investigation of the assault in addition to a university investigation and Title IX complaint.

Eliminating a Hostile Environment
In the event of sexual harassment or sexual violence, we'll work with you to create a safe environment. In order to prevent the recurrence of harassment or sexual assault, you are entitled to remedies including, but not limited to:
- Being assured that you and the accused will not attend the same classes
- Alternate housing arrangements in a different residence hall or apartment, if possible
- Access to a Title IX coordinator or other on-campus advocate
- “No contact” orders or blocking e-mails
- On-campus counseling services
- Medical services
- Academic support services, like tutoring
- Arrangements to retake or withdraw from a course without penalty
- The review of any disciplinary action taken against you to see if there’s a connection between the harassment and the misconduct – for instance, if you skipped class because the accused was enrolled and you wanted to avoid contact
- Assistance from campus staff in contacting local law enforcement at any time

Advocate Services for Victims
If you are a victim of sexual harassment or sexual violence, many campus constituents can serve as your advocate. Feel free to seek help and guidance from your coach, advisor, members of the Student Affairs and Residence Life staff, Counseling Services, and other staff members. Some of the roles your advocate can play are:
- Address issues related to sexual assault, harassment, and relationship violence
- Respond to charges of academic, personal, or sexual misconduct
- Resolve an academic absence, conflict, or appeal
- Help you withdraw from a class if necessary
- Make referrals to counseling services and other supportive campus and community organizations
- Educate you about medical procedures and evidence preservation
- Provide information about legal advocacy
- Meet with you in a safe space to ensure your comfort
• Help you keep track of all the necessary details
• Assist with filing a report and navigating the campus conduct system
• Assist your significant other and friends to help you in the best way possible

**Pittsburgh Action Against Rape**

Some students may want to seek support and advocate services from off campus. Pittsburgh Action Against Rape (PAAR) offers a 24/7 free confidential helpline and can provide you with advocacy and support services. PAAR representatives are available at any time and can provide counseling and legal support for victims and their families. All PAAR services are confidential. Call 1-866-363-7273 to talk to a PAAR representative or to request and advocate.

**Title IX Complaint/Grievance Policy and Procedure**

*Updated June 1, 2016*

The following outlined procedure applies to any instance of sex discrimination (such as being treated differently due to one’s sex or due to pregnancy, whether in the classroom, an athletics setting, a professional setting, or otherwise; sexual harassment; sexual violence; relationship violence; or stalking) experienced by a Chatham student, staff member, or faculty member. As a Chatham community member, you are protected against discrimination from students, staff, faculty members, and third parties external to the University. The specific grievance procedure may vary depending on the status of the accused party, as seen below.

1. The Complainant will report their complaint. Depending on the specific situation, a student may choose to first contact their coach or advisor, or a staff member may choose to first contact their supervisor. These first contacts may serve as advocates for the Complainant by notifying a Title IX coordinator of the complaint. Student-related complaints filed by students or made on their behalf should be made or referred to the Title IX Coordinator, Vice President of Student Affairs and Dean of Students. Complaints involving faculty and staff should be made or referred to the Deputy Title IX Coordinator, Assistant Vice President of Human Resources. Eventually, the Complainant will be asked to file a formal complaint with the appropriate Title IX coordinator. In order to facilitate the investigation, a complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Even if a formal complaint is not filed, if Chatham has notice — either direct or indirect — of a possible incident of sex discrimination, sex-based harassment or sexual assault/violence or other sexual misconduct or retaliation against a member of its community, it will take immediate and appropriate steps to evaluate what occurred and determine if further action is required as well as prevent any further recurrence.

2. If the Complainant requests confidentiality, this request will be evaluated by the Title IX Coordinator receiving the complaint. The Coordinator cannot guarantee confidentiality, but can ensure that complaints will be handled on a need-to-know basis.

3. The Complainant will be informed of their rights under Title IX, including their right to simultaneously file a complaint with the local authorities or press formal charges in addition to the campus reporting, investigative and judicial procedure for Title IX complaints.

4. The Complainant will be able to request and receive any changes that are reasonably available. These may include a change of residence, change of academic schedule, transfer of position, or other changes requested by the aggrieved party and deemed reasonably available by the Title IX Coordinator.
5. The level of appropriate response will vary depending on the accused party's status. If the accused party is a student or staff member from another institution, the Title IX Coordinator will need to contact that institution and encourage them to conduct their own investigation. Chatham’s Title IX Coordinator would still be required in this case to proceed with conducting their own inquiry and working to provide the best possible remedy.

6. Title IX complaints involving students will be reviewed and investigated by certified Deputy Title IX Investigators.

7. Both the Complainant and the accused will have equal rights throughout the investigation process, including: an equal right to the adequate, reliable, and impartial investigation of complaints; an equal opportunity to present their case, including witnesses and evidence; an equal right to request legal counsel; and the right to the same appeals processes.

8. The preponderance of the evidence standard will apply to investigations, meaning Chatham will evaluate whether it is more likely than not that the alleged conduct occurred.

9. Both the Complainant and the accused will be informed of the following timelines: a) the time in which the school will conduct a full investigation of the complaint; b) the time in which both parties will be notified of the outcome of the complaint; and c) the time in which either party may file an appeal, if necessary. The time necessary to conduct an investigation will vary based on complexity and other factors but will generally be completed within sixty (60) days of receipt of the complaint. If an investigation cannot be completed within sixty (60) days of receipt of the complaint, then the complainant and respondent will be notified of that fact and will be provided a timeframe for completing the investigation. Either party may appeal this decision within five (5) business days of receiving the written outcome. For more information on the appeals process, see item 13 below.

10. During the investigation, Chatham will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. For example, Chatham may change a student victim's academic or living situation due to the alleged sexual offense if the changes are requested by the victim and are reasonably available.

11. Upon conclusion of the investigation, the certified Deputy Title IX Investigators shall make a determination as to whether the alleged violations occurred and recommended sanctions. Both parties will be notified, in writing, of the outcome of the complaint. The Complainant will be notified of the chosen sanction if the sanction relates to them; for instance, if the accused has been transferred from a shared class or faculty department. Neither party may be required to abide by a non-disclosure agreement.

12. If Chatham determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Chatham will take steps to prevent the recurrence of any harassment or discrimination. The possible sanctions for students, faculty and staff members determined by Chatham to be responsible for unlawful harassment or discrimination are described earlier in this booklet.

13. Any individual who feels that a sexual assault complaint did not receive prompt and equitable response after pursing the procedures previously described, should contact the Office of the President. Either party has the right to appeal the certified Deputy Title IX Investigators’ written outcome; appeals must be filed in writing within five (5) business days of receiving the written outcome of the school’s investigation. The receipt of the appeal will be confirmed in writing, at which point each party will have the option of responding in writing to the other party’s appeal. This response must be received in writing within three (3) business days of the receipt
of the appeal. Appeals documents received from both parties will be reviewed in a single review process. If the case exists that an appeal is requested on any of the following grounds: 1) procedural error, 2) where previously unavailable relevant evidence could significantly impact the outcome of a case, or 3) where a sanction is substantially disproportionate to the findings, the President can recommend that the case be brought before the certified Deputy Title IX Investigators a second time. This is not meant to be a full reinvestigation of the original complaint, but instead a consideration of the nature of the appeal and any pertinent appeal documentation. Once the certified Deputy Title IX Investigators have reached a conclusion regarding the appeal, they will render a decision. All written decisions on an appeal are final, and will be released to the Complainant and the accused party within fifteen (15) business days from the submission of all appeals documents. * In the rare case that an error cannot be cured by the original certified Deputy Title IX Investigators, the President can ask that a hearing panel consisting of faculty and staff be formed to hear the complaint a second time. In all other cases (new evidence, disproportionate sanction, etc.), the appeal will go before the original certified Deputy Title IX Investigators.

14. Chatham will not retaliate against an individual for filing a complaint, and will not tolerate retaliation by students, faculty or staff members. Any acts of retaliation or threatened retaliation should be reported immediately to a supervisor, Human Resources or the Title IX Coordinator.

**Chatham University Notice of Non-Discrimination**

*(Updated May 2016)*

It is the policy of Chatham University to not discriminate on the basis of race, color, 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. Specific inquiries regarding these matters may be directed to the assistant vice president of human resources: Chatham University, Woodland Rd, Pittsburgh, PA 15232, 412-365-1847.

Moreover, as a recipient of Federal financial assistance, Chatham wishes to comply with recent federal regulations contained in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Executive Order 11246, which deals with Affirmative Action.

Chatham pledges to uphold and protect the rights of its students and employees with regards to these laws. To this end, the University has instituted the following grievance procedures. Any student or employee of the University who feels that discrimination has occurred should use the following procedures for a fair and equitable resolution of the grievances. Any grievant also has the right to file a complaint with the Office of Civil Rights, U.S. Department of Education, in Washington D.C.

**General Procedure for Discrimination Grievances**

1. The grievant should first discuss the grievance informally with her or his instructor, department chair, immediate supervisor, or the office or group that made the decision in dispute. The two parties will discuss the grievance and attempt to reach a solution on an informal basis. This informal procedure should take place no more than three weeks after the occurrence of the alleged grievance.

2. If the grievant is not satisfied with the outcome of the informal grievance procedure, she or he may appeal to the Vice President for Student Affairs for the students or the Assistant Vice President for Human Resources for faculty and staff.
For this appeal, the grievance will be written. The respondent will also submit a written statement detailing the events of the informal procedure and her or his response to the grievance. These materials should be submitted within two weeks following the informal procedure. After review of the written materials and conferences with each of the involved parties, the appropriate administrator will render a decision on the matter within one week of receipt of these materials.

3. If the grievant is not satisfied with the decision of the administrator, she or he may appeal, within one week, to the President of the University, who will review the grievance and make a final determination within one week of the request for appeal.

If Chatham determines that unlawful discrimination has occurred, immediate and adequate corrective action will be taken in accordance with the circumstances involved to correct its discriminatory effects on the grievant and others, if appropriate. Chatham will also take steps to prevent recurrence of any discrimination.
Residence Life Policies & 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 be 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 Residence Life & Student Activities (DRLSA) 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.

2016-2017 Office of Residence Life & Student Activiteis - Student Affairs

Important Dates

August 22 . . . . . . . . . . . . . R.I.S.E. & STEM Student Move-In
August 24 . . . . . . . . . . . . . New Student Move-In
August 27 . . . . . . . . . . . . . Returner Student Move-In
September 6-9 . . . . . . . . . . Residence Hall Association Elections
October 3-7 . . . . . . . . . . . Undergraduate Health and Safety Inspections
October 14 . . . . . . . . . . . Winter Break Housing Request Forms available on myChatham
October 17-21 . . . . . . . . . Graduate Health & Safety Inspections
October 24 . . . . . . . . . . . OL/RA Applications Available on myChatham
November 11 . . . . . . . . . Winter Break Housing Request Form Due
December 10-15 . . . . . . 24-Hour Quiet Hours
December 15 . . . . . . . . . Residence Halls close for Winter Break @ 8:00 p.m.
December 17 . . . . . . . . . Residence Halls close for graduating seniors @ Noon
January 2 . . . . . . . . . . . . . Spring Staff Training
January 3 . . . . . . . . . . . . . Residence Halls open for spring housing at 9:00 a.m.
January 4 . . . . . . . . . . . Welcome Back and OL/RA Information Tables on Campus
January 19 . . . . . . . . . . . OL/RA Applications Due by 5:00 p.m. (tentative)
January 29-February 3 . . OL/RA Interviews (tentative)
February 3 . . . . . . . . . . . . Information Session Apartment and LLC Housing Selection Process
February 3 . . . . . . . . . . . . Living Learning Community/UG Apartment Applications/Graduate Housing Intent Forms Available
February 3 . . . . . . . . . . . . Room Selection Kick Off
February 15 . . . . . . . . . . . National RA Appreciation Day
February 17 . . . . . . . . . . . OL/RA Group Process Day (tentative)
February 17 . . . . . . . . . . . Living Learning Community/UG Apartment Applications/Graduate Housing Intent Forms due to Residence Life by 5:00 p.m.
February 20-24 . . . . . . Graduate Health & Safety Inspections
February 24 . . . . . . . . . . . Summer Housing Applications Available
February 28-March 3 . . Undergraduate Health and Safety Inspections
March 3 . . . . . . . . . . . . . OL/RA Decision Letters (tentative)
March 13 . . . . . . . . . . . Housing Deposits Accepted
March 17 . . . . . . . . . . . OL/RA Acceptance Due (tentative)
March 20-24 . . . . . . Maymester Meetings (tentative)
March 20 . . . . . . . . . . . LLC Housing Decision Letters (must have paid deposit)
March 20 . . . . . . . . . . . Apartment Housing Decision Letters (must have paid deposit)
March 24 . . . . . . . . . . . . Housing Deposits Due
March 24 . . . . . . . . . . . . Summer Housing Applications Due
March 27-31 . . . . . . . . . . . . Room Selection
April 21-28 . . . . . . . . . . . . 24-Hour Quiet Hours
April 29 . . . . . . . . . . . . . . Residence Halls close for student not enrolled in Maymester
May 19 . . . . . . . . . . . . . . Residence Halls close for Maymester
May 19 . . . . . . . . . . . . . . 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 Residence Life & Student Activities Shawn McQuillan
Coordinator of Residence Life & Student Activities Devin Fabian
Coordinator of Residence Life & Student Activities TBA

Residence Life Office - Eden Hall Campus (Mueller House, 2nd floor)
Coordinator of Residence Life & Student Activities TBA

Student Activities Office - Carriage House (2nd floor)
Associate Director of Student Activities & Residence Life Stephanie Poe
Coordinator of Student Activities & Residence Life Emily Fidago

Residence Hall Staff: Shadyside Campus

Chatbam and Pelletreau Apartments
GRD Avery Walker
RA Christina Austin (Pelletreau) RA Maria Duarte (Chatbam)
RA Molly McGill (Pelletreau) RA Molly Slusarick (Chatbam)
RA Lauren Brown (Chatbam) RA Tahmina Tursonzadah (Chatbam)

Fickes Hall
GRD Jennifer Desalvo
RA Diarra Clarke RA Aubrey Shombert
RA Imani Constant RA Nathan Steinbeck
RA Iman Morgan RA Jeremy Witchel

Laughlin House & Rea House
GRD Deondra Benson
RA Odera Igwe (Laughlin) RA Isiah Brown (Rea)
RA Kelly O’Donnell (Laughlin) RA Bailey Creamer (Rea)
RA Melanie Landsittel (Rea)

Woodland Hall
GRD Zachary Cerrone
RA Saron Belay RA Alice Shy
RA Elijah Botts RA Bri Young
RA Caitlin Diemart
RA Nora Moorefield
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 & Student Activities 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 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 & Student Activities – Student Affairs 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 articles and activities 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, CRL, AD, or DRLSA 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 mode 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, Fickes Hall, and Woodland Hall have either stove tops, ovens, or both. 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 & Student Activities – Student Affairs 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 & Student Activities – Student Affairs. 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 & Student Activities 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 & Student Activities – Student Affairs. 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 & Student Activities – Student Affairs 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 & Student Activities – Student Affairs 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 accidently 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 & Student Activities – Student Affairs at 412-365-1518. If the lockout occurs between 8:00 p.m. and 8:00 a.m., the student should contact the RA on call. If the lockout occurs at any other time, students should contact Residence Life staff on-call (412-951-0003). All lockouts result in a $10.00 charge.

**RA Duty Phone Numbers:**

- Chatham and Pelletreau: 412-670-8818
- Fickes: 412-670-6379
- Laughlin and Rea: 412-526-9063
- Woodland: 412-526-9353
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.: Cindy Kerr, 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 & Student Activities – Student Affairs 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, but cannot reduce them. 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
The Office of Residence Life & Student Activites – Student Affairs is committed to the Chatham University mission initiative of sustain-ability. 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 Office of Residence Life & Student Activites – Student Affairs 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 and Student Activities or Vice President for Student Affairs & Dean of Students.

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 & Student Activites – Student Affairs 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 & Student Activities 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 & Student Activites – Student Affairs 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 & Student Activities — Student Affairs. 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 & Student Activities — Student Affairs.
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, CRL, or AD will forward the completed form to the Director of Residence Life & Student Activities. 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 & Student Activities—Student Affairs 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 12:00 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).
- Resident students 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 or CRL 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 & Student Activities.
- Exceptions to the Guest Policy can be made through a building's GRD or AC 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 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 Residence Life staff 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 & Student Activities – Student Affairs. 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 & Student Activities – Student Affairs 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 Office of Residence Life & Student Activities – Student Affairs 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 & Student Activities – Student Affairs. 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 & Student Activities – Student Affairs 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: Woodland Hall
*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: Woodland Hall
*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: Laughlin House
*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, AD, DRLSA) 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 & Student Activities – Student Affairs. Upon reviewing the documentation, a student may be contacted via e-mail to request a meeting between the student and a professional staff member from the Office of Residence Life & Student Activities – Student Affairs.

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 Residence Life & Student Activities – Student Affairs. 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 for 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 Office of Residence Life & Student Activities – Student Affairs 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 Residence Life & Student Activities.

• 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 Residence Life & Student Activities.

• Within one week of the meeting, the student will be sent a decision letter via Chatham e-mail which will indicate if they have 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 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 Residence Life & Student Affairs. The Office of Residence Life & Student Activities – Student Affairs 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 a 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 Residence Life & Student Affairs. To appeal a sanction, the following must be completed and submitted in writing to the Director of Residence Life & Student Activities 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 Residence Life & Student Affairs 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 & Student Activities – Student Affairs’ basic judicial process. The Office of Residence Life reserves the right to amend the process and sanctions as determined necessary.*

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 students 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 Residence Life & Student Activities.
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 Residence Life & Student Activities or Vice President for 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 Residence Life & Student Activities.

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. 2016 fall term housing opens to first-year and transfer students at 10:00 a.m. on AUGUST 24, 2016 and to returning students at 9:00 a.m. on AUGUST 27, 2016. All residence halls and undergraduate apartments close for the fall semester at 8:00 p.m. on DECEMBER 15, 2016. Students are not allowed to enter or occupy the residence halls after this time.
b. 2017 spring term housing opens to all undergraduate students at 9:00 a.m. on JANUARY 3, 2017. All residence halls and undergraduate apartments close for the academic year at 5:00 p.m. on APRIL 22, 2017 unless student is enrolled in a Maymester course. Then the residence halls and undergraduate apartments close on MAY 20, 2017, at noon. Students are not allowed to enter or occupy the residence halls after this time.
c. Housing for the winter break, DECEMBER 16, 2016 to JANUARY 3, 2017 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 2017 term, fall move-out occurs on DECEMBER 16, 2016. 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 2017 extension, spring move-out occurs on May 26, 2017. 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 Residence Life & Student Activities or Vice President for 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 or 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 Residence Life & Student Activities.

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 Residence Life & Student Activities.

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 Residence Life & Student Activities 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 2, 2016). 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.
SUPPORT our athletes!

**FALL**  Women’s & Men’s Cross Country; Women’s Soccer; Women’s Volleyball

**WINTER**  Women’s & Men’s Basketball; Women’s Ice Hockey; Women’s & Men’s Swimming and Diving

**SPRING**  Baseball; Softball; Women’s & Men’s Track and Field