

chatham UNIVERSITY
STUDENT HANDBOOK
SPRING 2014



chatham college for women • college for graduate studies
college for continuing and professional studies
falk school of sustainability

Chatham University Traditions

For a full explanation of Chatham Traditions, see page 5.

Spring Term Traditions/2014 dates

- **Sledding on Chapel Hill:** Whenever it snows!

February

- **Hall Olympics:** February 3-7

April

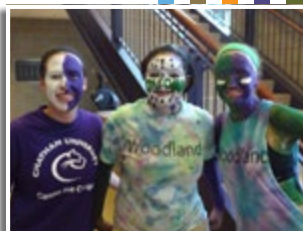
- **Airband & Senior Skits:** Thursday, April 10
- **Spring Formal:** Friday, April 11
- **Closing Convocation:** Tuesday, April 15
- **Moonlight Breakfast:** Tuesday, April 22

May

- **University Day** (Bucket & Blossom Day and University Picnic): Friday, May 2
- **Senior Toast:** Wednesday, May 14
- **Graduate Toast:** Thursday, May 15
- **Senior Dinner:** Friday, May 16
- **Commencement:** Monday, May 19

Fall Term Traditions

- **Opening Convocation:** Sunday, August 24
- **Trick or Treat and Harvest Fun Fest:** Sunday, October 26
- **Mocktails:** Friday, October 31
- **Halloween Dinner:** Friday, October 31
- **Battle of the Classes:** TBD
- **Song Contest:** TBD
- **Thanksgiving Dinner:** Wednesday, November 19
- **Candlelight, Chatham Eggnog, and Holiday Ball:** Friday, December 5
- **Moonlight Breakfast:** Monday, December 8



chatham UNIVERSITY

Spring 2014
**Student
Handbook**

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

Disclaimer: The information in this Student Handbook 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.

Except for limiting the granting of undergraduate degrees to women, Chatham University does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran 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.

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

- University: *Green and White*
- Chatham College for Women: *Purple and White*
- College for Graduate Studies: *Orange and White*
- College for Continuing and Professional Studies: *Goldenrod and White*
- Falk School of Sustainability: *Sky blue and White*

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 2013–2014 Academic Year

First Year (Class of 2017): *Red*

Sophomore Year (Class of 2016): *Green*

Junior (Class of 2015): *Rose*

Senior (Class of 2014): *Yellow*

Motto

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

History of Chatham

Chatham University, a coeducational institution with three distinctive Colleges, was chartered on December 11, 1869, under the name Pennsylvania Female College. It was founded to provide women with an education comparable to that which men received at the time at “colleges of the first class.” The Reverend William Trimble Beatty, pastor of the Shadyside Presbyterian Church, led a group of Pittsburghers in making the dream of solid academic training for women a reality. The founders were somewhat ahead of their time, as 1869 was the year that the National Association of Women’s Suffrage was established, and the year John Stuart Mill published *The Subjection of Women*. Pennsylvania Female College occupied what was then the largest 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.

The College's first curriculum required proficiency of all students in Latin, French, or German; higher mathematics; history; English; natural sciences; systematic bible history; and Anglo-Saxon. In succeeding years, electives ranging from modern literature to family living were added, and the number of required courses was reduced.

In 1890, the name of the institution was changed to the Pennsylvania College for Women, and in 1955 the name was changed again to Chatham College. University status was granted by the Commonwealth of Pennsylvania in 2007, which was officially announced on May 1, and marks Chatham's newest tradition, University Day.

Chatham Today

On May 1, 2008—one year after having been granted University status by the Commonwealth of Pennsylvania—Chatham received a gift unequalled in its history: the Eden Hall Campus from the Eden Hall Foundation. Originally a farm and retreat for the working women of Pittsburgh, Eden Hall Campus will be an academic eco-campus accessible to Chatham students and also a community resource for the residents of Pittsburgh's North Hills. The nearly 400-acre campus will be a living laboratory for environmental programs, both undergraduate and graduate, and will be the home for Chatham's Falk School of Sustainability.

The University's Shadyside Campus expanded in June 2008 to include Chatham Eastside, at Fifth and Penn avenues approximately one mile from Woodland Road. Chatham Eastside will allow the University to expand several successful programs, including interior architecture, landscape architecture, nursing, occupational therapy, physical therapy, and physician assistant studies.

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 campus that have captivated generations of students and community members alike.

Mission Statement

Chatham University prepares its students, bachelors through doctoral level, on campus and around the world, to excel in their professions and to be engaged, environmentally responsible, globally conscious, life-long learners, and citizen leaders for democracy. Chatham College for Women offers superb preparation informed by the liberal arts. Chatham College for Graduate Studies and Chatham College for Continuing and Professional Studies provide men and women with undergraduate, graduate, professional and continuing education of the highest quality with primary emphasis on preparation for work and the professions.

Mission Initiatives

- **Women's Leadership:** A historic commitment to women's issues
- **Sustainability & the Environment:** Inspired by Rachel Carson and committed to a sustainable future
- **Global Understanding:** Bring the world to Chatham
- **Innovation and Research:** Big thinking for a big world

Campus Climate Committee

The mission of the Chatham University Campus Climate Commitment Committee is to reduce the University's carbon footprint and achieve sustainability in energy use as described in the Presidents Climate Commitment with communication and involvement of the entire Chatham community.

The Committee will achieve this mission through cost-practical strategies and tactics based on the collection and analysis of empirical data and the implementation of emissions-reducing programs. We hope that by achieving this goal we are setting a visible example for all our campus community to follow in our own lives, as well as making a significant, if small, contribution to reducing the impact of global warming. This committee is fulfilling an important part of our larger vision to increase the general environmental sustainability in campus resource use.

Student Life Statement

Students at Chatham University immerse themselves in academics, service, co-curricular activities, and city life here in Pittsburgh, PA. At Chatham University, you'll find an academic and social environment where everyone – from professors in the classroom 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 members of our campus community through a variety of programs and services. The Student Affairs staff members are here to help Chatham students stretch their imaginations, learn about themselves, discover the world, and achieve their aspirations. 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 that make Chatham such a special place to be.

- **Opening Convocation** (August) marks the traditional opening of the academic year. We celebrate by welcoming the incoming class and kicking off our Global Focus initiatives while coming together as a community.
- **New Student Ice Cream Social** (August/September) is a time for new students to connect with alumnae and learn about the many experiences that await them as a student and future alumna.
- **Mocktails** (October) is a chance for student organizations to get creative organizing a non-alcoholic drink. This event is sometimes featured during Harvest Fun or as part of Alcohol Awareness Week.
- **Harvest Fun Fest** (October/November) 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 Chatham and the surrounding community to enjoy.
- **Halloween Dinner** (October) is a chance for students and their families, faculty, and staff to enjoy a Halloween themed meal while they compete for prizes in our costume contest.

- **Battle of the Classes** (October/November) 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** (November) 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!
- **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, faculty & staff to connect and celebrate.
- **Candlelight, Chatham Eggnog, and Holiday Ball** (November/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 and 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 term with dinner and a night of dancing. This off-campus dance allows students the chance to celebrate the coming end of the term.
- **Airband & Senior Skits** (April) is a time for the Chatham rock-stars to come out! Students lip-synch and perform choreography or skits to their favorite songs.
- **Tutorial** is one of the requirements for graduation at Chatham University, is the successful completion of a tutorial project which includes the documentation of an original research piece. The project is normally undertaken in the senior year although in some departments the work begins in the junior year. The tutorial project is usually undertaken in two consecutive terms. Once their tutorial is complete, students receive a special “tutorial button” to display proudly.
- **Closing Convocation** (May) is the traditional close of the academic year, which is much less formal than Opening Convocation. Seniors wear their gowns and tutorial hats that they decorate to represent their personality and/or tutorial topic.
- **University Day: Bucket & Blossom and University Picnic**, (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 comes together to participate in activities including planting flowers and cleaning up the Shadyside Campus. This is followed by a cook-out for all students, faculty, and staff and the traditional Maypole dance.
- **Senior Week** celebrates the graduating seniors. It includes traditional events such as Senior Dinner and Senior Toast, as well as events that the seniors have a chance to vote on.
- **Senior Dinner** (May) is a night for the graduating seniors to reminisce with their Chatham sisters, faculty, and staff that made their college experience.

140 Things To Do at Chatham Before You Graduate

Be Green

- 1. Chatham Green Machine.
- 2. Help build the Eden Hall trail.
- 3. Attend a GREEN event at Rea House.
- 4. Participate in Recyclemania.
- 5. Bike or walk the Eliza Furnace Trail.
- 6. Volunteer in the organic garden at Eden Hall.
- 7. Visit the East End Food Co-op: Pittsburgh's only consumer-owned natural food store.
- 8. Carpool, bike, or walk to campus.
- 9. Drive the Zip Car.
- 10. Make use of your reusable shopping bags for groceries.
- 11. Visit the Rachel Carson Homestead.
- 12. Use a Chatham water bottle and eliminate plastic bottles from your life.
- 13. Walk on the Rachel Carson bridge.
- 14. Learn what Biophilia is and discover One Planet Living and Cascadia Living Building Challenge...
- 15. Enjoy a meal by Slow Food USA and learn what Slow Food is all about

Embrace Diversity & Internationalism

- 16. Participate in Box City.
- 17. Visit the August Wilson Center.
- 18. Help to plan a multicultural monthly celebration (Hispanic, Native American Indian, Black History, Jewish, or Asian Pacific).
- 19. Go to a LGBT History Month Event.
- 20. Be present at a Disability Awareness Month Event.
- 21. Experience a women's monthly celebration event (Women of Color HERStory or Women's History).
- 22. Have a dream and attend the MLK Breakfast.
- 23. Think global by experiencing a Global Focus event.
- 24. Become a Chatham Idol-be a regular at Open Mic Night or Evening of Expression.
- 25. Dust off your passport and get ready to Study Abroad.
- 26. Attend a cultural festival in Pittsburgh.
- 27. Utilize Chatham to master a foreign language.
- 28. Attend the All Faith Gathering-learn about others' faith practices, meditation and reflection.

Traditions

- 29. Raise your voice at Fall Serenade.
- 30. Get inspired at Opening Convocation.
- 31. Grab a plate at the Global Focus Picnic.
- 32. Mix with alumnae at the Alumnae Ice Cream Social.
- 33. Get scared by experiencing Ghost Walk or Halloween Dinner.
- 34. Hoist a unique concoction at Mocktails.

- ❑ 35. Put on your Chatham sweatshirt for the Harvest Fun Fest & Family and Friends Weekend.
- ❑ 36. Dream about beating the Seniors in the Battle of the Classes.
- ❑ 37. Take up the challenge of the Song Contest.
- ❑ 38. Break bread with your neighbor and be thankful at the Thanksgiving Dinner
- ❑ 39. Go sledding down Chapel Hill.
- ❑ 40. Get into the season with Candlelight, Chatham Eggnog, and Holiday Ball.
- ❑ 41. Participate in a little healthy competition during House Olympics.
- ❑ 42. Cut the rug at the Spring Formal.
- ❑ 43. Release your inner self at Airband.
- ❑ 44. Burn your Tutorial at Tutorial Bonfire.
- ❑ 45. Celebrate with us at Closing Convocation.
- ❑ 46. Volunteering for Buckets & Blossom at University Day.
- ❑ 47. Take in the Maypole Dance at University Day.
- ❑ 48. Eat your heart out at the Moonlight Breakfast.

Explore Pittsburgh

- ❑ 49. Wake up early and eat at Pamela's for breakfast.
- ❑ 50. Capture the Black & Gold Spirit at a Steelers, Pirate's, or Penguin's game!
- ❑ 51. Show your Chatham ID and ride the Incline at Station Square for free.
- ❑ 52. Experience the rides at Kennywood or Splish Splash at Sandcastle.
- ❑ 53. Go around the world by experiencing the nationality rooms at the Cathedral of Learning.
- ❑ 54. Eat at Primanti Brothers Restaurant (slaw and fries on a sandwich – a must have!)
- ❑ 55. Grab a friend and your thinking cap to explore the Carnegie Science Center.
- ❑ 56. Go back in time by visiting the dinosaurs at the Carnegie Art or Natural History Museum.
- ❑ 57. Craving a late night meal during the week or weekend? Enjoy a meal at the O.! We dare you to finish a large order of French fries!
- ❑ 58. Experience your 15 minutes of fame at the Andy Warhol Museum.
- ❑ 59. Drive to Station Square and board the Just Ducky boat tour to enjoy a city adventure!
- ❑ 60. Fly a kite at Schenley Park or Ice Skate at Schenley Park or PPG Place.
- ❑ 61. Wake up early to head down to the Strip District on a Saturday morning for a fresh Farmer's Market or an evening of nightlife fun.
- ❑ 62. Use your Chatham ID and learn to use the Port Authority Transportation system. Even if you get lost, you will be sure to find something new!
- ❑ 63. Get dressed to the nines and see a play or musical downtown in The Cultural District.
- ❑ 64. Get lost mentally in the art exhibitions at the Mattress Factory.
- ❑ 65. Pick a park! Any park! Schenley, Frick, Highland, North Park and relive your favorite childhood activities.
- ❑ 66. Take a moment to smell the roses and a ton of other amazing flowers by visiting Phipps Conservatory.

- ❑ 67. Build your own time machine and go back in history! Or just go visit the Heinz History Center.
- ❑ 68. Get the World's Best Chocolate Chip Cookies at Nancy B's Bakery.
- ❑ 69. Enjoy a cupcake from Vanilla or a donut from Peace, Love & Little Donuts. You can thank us later!
- ❑ 70. Visit Point State Park and see the fountain.
- ❑ 71. Not quite the Love Boat but that shouldn't stop you from taking a ride on the Gateway Clipper Fleet.
- ❑ 72. Tour Italy locally and feast at your favorite local pizza place.
- ❑ 73. Put on your lose pants and eat at Burgatory.

Leadership

- ❑ 74. THANK the heroes and heroines who work behind the scenes-housekeeping, facilities, landscaping, etc.
- ❑ 75. Be counted and let your voice be heard by voting in campus elections and local, state and national elections.
- ❑ 76. Take the extra step to prepare for your life after Chatham by visiting Career Development before your senior year.
- ❑ 77. Take a course that has nothing to do with your major. It might change your life – and your major!
- ❑ 78. Grab your resume and your smile to participate in a career fair.
- ❑ 79. Become a well rounded student and attend a faculty lecture (not a class lecture).
- ❑ 80. Better yourself academically and personally by attending a counseling, library or PACE Center program.
- ❑ 81. Do something for someone else by participating in Community Service Day. You never know how it will help you in return.
- ❑ 82. Find something(s) that interest you and join at least one student organization with that focus. If we don't have it, create it!
- ❑ 83. Create/Join a Chatham team to walk, run, or bike for a cause in a charity race.
- ❑ 84. Make what you learn in class come alive by attending at least one Lead in Life Skills Seminar.
- ❑ 85. Drop by to say hello and introduce yourself to your College Dean.
- ❑ 86. Do more than just complain and be a part of a solution by participating in the W.O.W. (Women of the World) Retreat.
- ❑ 87. After you participate in a Community Service event, complete your Community Service Form
- ❑ 88. Have you seen your professor in the dining hall, the gym, or even off campus? Well, say hi and have a conversation with them!
- ❑ 89. Enjoy the many events Chatham and Pittsburgh have to offer then report your activities for the Co-Curricular Transcript.
- ❑ 90. What is the quickest way to become friends with brilliant people with great GPAs just like you? Join an Honor Society!
- ❑ 91. Schedule a meal with a campus administrator and learn from their life experiences.

Get Involved @ Chatham

- ❑ 92. Take the first steps in becoming a true World Ready Woman by attending the Student Activities Fair and joining a group.
- ❑ 93. Explore the depths of your femininity by auditioning or attending the Vagina Monologues.
- ❑ 94. Don't just pay Chatham, let Chatham pay you by becoming an official employee through student employment.
- ❑ 95. Need to know the real stories about what's going on at Chatham instead of the rumors? Read the Communique!
- ❑ 96. Do you care about your campus and your school in general? Attend a Chatham College for Women Student Government, Graduate Student Assembly, or Chatham Activities Board meeting! Voice an opinion and be heard!
- ❑ 97. If you need a little extra push and fun to make it to the weekend, attend a Chatham After Hours, Student Organization Night, or a Night Edge event.
- ❑ 98. If you don't love LIVE entertainment, you will after attending the Coffeehouse Series Events.
- ❑ 99. Don't be selfish! Donate blood at the Chatham University Blood Drive in between classes.
- ❑ 100. Move towards a healthier lifestyle by taking an exercise class.
- ❑ 101. Get familiar with the great outdoors of Chatham by walking/running the Chatham Mile Loop.
- ❑ 102. Center yourself and prepare to reflect on your life's journey thus far by walking through Jessica's Labyrinth.
- ❑ 103. Experience our outdoor pool by swimming at Eden Hall.
- ❑ 104. Go old school and enjoy vintage bowling at Eden Hall. Don't forget to pick up the pins after each throw.
- ❑ 105. Wake up early and enjoy the great brunch at Anderson.
- ❑ 106. Get your thoughts out and chalk the Quad.
- ❑ 107. Did you know we have a beautiful Art Gallery right on campus? Scout out the next Art Gallery opening.
- ❑ 108. Love music? Attend a musical performance at Chatham.
- ❑ 109. Support your fellow actors & actresses by attending a play at Chatham.
- ❑ 110. Show off your athletic and competitive side by participating in at least one intramural event.
- ❑ 111. Share and hear stories of personal triumph by attending Take Back the Night.
- ❑ 112. Grab your camera and submit a photo of the week to myChatham for everyone to see!
- ❑ 113. Next time you're on Facebook checking in on your friends, join the Chatham Activities Board Facebook Group.
- ❑ 114. Don't break the tradition, wave at Andrew Mellon's picture so he won't haunt you.
- ❑ 115. Give one of the many Chatham kids a high five.
- ❑ 116. Grab a blanket, homework, or your guitar and lay out at the Quad or Chapel Hill.
- ❑ 117. Do more than just study at the Chatham library and check out a book.
- ❑ 118. Take the Chatham Shuttle to Eastside if for no other reason than to have lunch in the Café.

- ❑ 119. Get the most out of your education and take a class with a professor just because you heard they were amazing.
- ❑ 120. Spend an entire day taking advantage of what the Athletic and Fitness Center has to offer. It doesn't matter if you go rock climbing, swimming, or running around the track. Just do it!

Chatham Spirit

- ❑ 121. Tell a friend, family member, or the world how great Chatham is.
- ❑ 122. Be proud of Global Focus. Bring friends to enjoy Global Focus events - the best kept secret in Pittsburgh.
- ❑ 123. Say thank you to as many Chatham ladies as possible for representing Chatham athletics.
- ❑ 124. Show off your Chatham spirit by wearing a different Chatham t-shirt each day for an entire week.
- ❑ 125. Keep a pen pal with a student from another women's college.
- ❑ 126. **Cheer on the Cougars** at an athletic event.
- ❑ 127. Personify the Chatham spirit of Cougars past and present and wear the Cougar mascot at a Chatham event.
- ❑ 128. Do the next best thing to participating in a Chatham sport – participate in a contest at a Cougar FANATIC athletic event.
- ❑ 129. Invite the important people you miss during the school year to attend and enjoy Family and Friends Weekend.

Innovation & Research

- ❑ 130. Declare your major by the second term of your sophomore year.
- ❑ 131. Do more than just come by and say hello but share a campus life issue and a solution with your Dean of Students.
- ❑ 132. Grab a camera or your cell phone and take lots of photos and create your own artwork.
- ❑ 133. Enjoy starting and completing your tutorial, a true rite of passage!
- ❑ 134. Not always a fun event but always an experience; do one thing that scares you.
- ❑ 135. Not being a business major is even more reason to visit the Center for Women Entrepreneurship and learn about a program or activity to get involved in.
- ❑ 136. Practice the art of networking and invest yourself in the city through meeting a local Pittsburgh leader or entrepreneur.
- ❑ 137. Eat something different every week-who knows you may like it!
- ❑ 138. Really get to know your surroundings by reading up on and learning the history and backgrounds of a couple of the Chatham buildings.
- ❑ 139. Exercise your “World Ready-ness” and visit a country you never imagined you would visit.
- ❑ 140. Now this is really a challenge – stop using your cell phone for one day and enjoy the differences that day brings you.

Co-Curricular Transcript

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

Getting Started

Enrollment Management

Offices of Admission 412-365-1290

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

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

Office of Financial Aid 412-365-2797

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

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

Orientation and Welcome

Office of Student Affairs 412-365-1281

New Student Orientation is your opportunity to find out about the academic and community expectations for students. 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 in the College for Graduate Studies, College for Continuing and Professional Studies, and the Falk School of Sustainability. Graduate students mingle with academic program directors, graduate student organizations, and current students, as well as meeting their Dean of Students and respective academic dean. During the Welcome, graduate students also take part in Chatham traditions such as Opening Convocation and the Global Focus Picnic, which their families are also welcome to join in.

Chatham Identification (ID) Cards

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

Benefits around Town

- Free entrance into Carnegie museums including Carnegie Science Center, Carnegie Museums of Art & Natural History, and the Warhol Museum.
- Your ID card can be used as a valid pass for any Port Authority transit system, including bus routes, the “T” light rail transit system and the Duquesne and Monongahela Inclines.
- Pittsburgh Symphony Orchestra tickets start at \$15 for students and \$20 for faculty and staff. Visit pittsburghsymphony.org/chatham for more details.

Student Services

Office of Student Accounts 412-365-2719

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

- **Billing:** The Office of Student Accounts will mail term invoices to all registered students approximately one month prior to the start of each term. Invoices will be in the student’s name and sent to their permanent home address on file. Important financial and payment information will be included in the invoice. A late fee will be assessed to accounts not paid by the payment due date which will generally be one week before the start of the term.
- **Payment:** Chatham University accepts payment by cash, check, credit card, and money order. Payments may be made in person at the Office of Student Accounts, by mail, phone at 412-365-2719 or fax at 412-365-1834. To ease the burden of paying

for college we offer the Chatham University Tuition Payment Plan, a term-based payment program that allows students to finance tuition and fees over the duration of each term. Complete information as well as an application form will be included with your term invoice.

- **Charges:** Students may elect to have the cost of books and cab fare charged to their student account. Other items, such as room damage fines and health service fees, are charged automatically if fees are incurred. Any questions about charges on your student account may be directed to the Office of Student Accounts.

Office of the Registrar 412-365-2963

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

- **Registering for Classes:** Students register for classes via the CampusVue student portal at <http://portal.chatham.edu/>. Students must register for classes on the dates indicated on the University calendar. Registration after these dates may significantly reduce the availability of classes open for enrollment. Students may add or drop courses, with the approval of their advisors, until the end of the add/drop period for that term. If a course is closed or special permission is required to take the course, the student must obtain the instructor’s signature on an add/drop form.
- **Verification of Enrollment:** In order for Chatham University to release a verification of enrollment or degree for a student, the student must first complete a verification request form and return it to the Office of the Registrar.
- **Academic Transcripts:** In order for Chatham University to release a copy of a student’s transcript, the student must complete the online transcript request form. The link to the online transcript order form is on the Home page of myChatham; click on the Transcripts on Demand logo, which is half-way down the page on the right-hand side.



- **Co-Curricular Transcripts:** In order for Chatham University to release a copy of a student’s co-curricular transcript, the student must first complete a co-curricular transcript request form, available in the Office of the Registrar, Room 101 in Braun Hall.
- **FERPA:** The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of a student’s educational records to establish the rights of students to inspect and review their educational records, and to provide procedures for the correction of inaccurate or misleading data through informal and formal hearings. Non-directory information may not be released without the student’s consent. Students must complete the FERPA form to give Chatham University permission to release non-directory information to a third party, including parents, spouses, family, friends and employers.

Student Services & Amenities

ATM

For your convenience, a Dollar Bank ATM is located in the student lounge on the first floor of the Carriage House and on the second floor of Chatham Eastside (at the cafeteria entrance).

Bookstore 412-365-1661

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

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

Bulletin Boards 412-365-1286

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

Campus Room Reservation 412-361-1281

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

Dining Services 412-365-1659

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

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

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

If you are a traditional undergraduate living in one of the Chatham-owned apartments, you must pick one of the “Cougar” meal plans.

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

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

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

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

Commuter and Graduate Student, Faculty and Staff Dining Plans

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

- **Cougar Dollars:** Same as above
- **Cougar Platinum:** five meals per week and \$220 in flex dollars per term. This plan is designed for the diner that is on campus every day for classes, work, or study.

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

Howe–Childs Gate House 412-365-2906

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

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

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

- **Laptop:** All incoming first-years receive a new MacBook Pro laptop computer. Use of the laptop will be integrated into the curriculum and enable the students to access the Chatham network via Wi-Fi areas throughout campus.
- **Network Access:** Each residence hall room is equipped with network access (students must register with IT and be ResNetted to access), and has a 24-hour computer lab available. All academic buildings are equipped with wireless access points.
- **Network Printing:** Each student is given 600 pages of paper per year for printing.
- **Computer Labs** are located in the following areas:

Buhl 28	Coolidge 42
Buhl 236	JKM Library
Braun Media Lab	Chatham Eastside: Mezzanine
Eden Hall Campus Lodge	Chatham Eastside: Second floor quiet area
- **MyChatham:** My.Chatham.edu, the University intranet, is the gateway to your Chatham information needs. The intranet is a web site that allows you enhanced access to web-based information and to facilitate communication within the Chatham community. MyChatham also provides you with secure login access to many Chatham tools and resources.
- **U-Drive:** The U Drive is a network folder on which you can store up to 100 MB of information. This can be accessed on any campus computer but not from off campus.
- **Moodle:** Moodle is a web-based Learning Management System for courses offered at Chatham. Professors upload materials for their courses on Moodle for students to view, download, submit, or discuss information. Use your regular Chatham username and password to login to Moodle. To access Moodle, log onto myChatham or <http://moodle.chatham.edu>.

- **Campus Portal** is a web-based program which allows students to access their student information, including student accounts and online registration. Please visit <http://portal.chatham.edu> to access the campus portal. The same username and password used to log on to the campus network and e-mail should be used to log on to the campus portal. If you have any problems accessing the portal, please contact the Helpdesk at 412-365-1112. If you encounter errors in your student information, please contact Student Accounts at 412-365-2797.
- **E-mail:** As soon as your student account is created, you have a Chatham e-mail account. This account is your username@chatham.edu and you can access this from any computer that has Internet. We recommend that you check your e-mail often as all information from Chatham will go through this e-mail account.
- **Atomic Learning** is an online software training resource for faculty, staff, and students. Atomic learning provides training on over 110 of the most commonly used software applications, such as Microsoft Office, Adobe Creative Suite, Moodle and many more.

Lockers

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

Lost and Found

Lost or found items may be posted on myChatham under CU Lost and Found, located on the right-hand side of the webpage. 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 ikon@chatham.edu.

Copy Center Locations

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

Post Office 412-365-1270

The Chatham University Post Office 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 these 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 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:** A mass-notification system that allows the University to instantly reach students, parents, faculty, and staff via their mobile phone, pagers, e-mail, web browser and other wireless data devices. This voluntary service allows Chatham to provide instant text messages to campus constituents in case of emergency, class cancellation or traffic alert. Sign up for this service on myChatham at <http://my.chatham.edu/mymenu/e2c/index.cfm> . The Chapel carillon also uses an audible alert system in case of emergency. For more information visit the Public Safety section on myChatham.

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

Student Health Insurance 412-365-2797



Chatham University requires all full time students to carry health insurance. Students may provide proof of existing coverage or choose to enroll in the Student Health Insurance Plan by the end of the add/drop period of the term. The University partners with UPMC Health Plan, providing students with network coverage at those medical facilities closest to the campus. The Student Health insurance that is offered is not only affordable and easy to use but includes:

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

Information about the health insurance requirement, the Student Health Insurance Plan, and the waiver process is mailed to all students upon registration. Any student who would like to enroll in the Student Health Insurance Plan may do so by accessing the “Student Health Insurance” link on myChatham and completing the online enrollment process. Health insurance cards will be mailed to all enrolled students following the completion of this process. Students who complete enrollment prior to Friday, July 12 will have cards issued to them no later than August 1 (the effective date of coverage).

A pending charge for the health insurance premium will be placed on the student account upon registration at full time status. If the student has alternate coverage and completes the online waiver by the waiver deadline of September 4, an offsetting credit will be posted to the student account. *Any full time student who does not complete the waiver process by September 4, will automatically be enrolled in the Chatham Student Health Insurance Plan, and will be responsible for all premium amounts charged to their student account.*

Student Lounges 412-365-1286

Carriage House Lounge

Head to the Carriage House to enjoy the big screen TV, a board game, or lounge in the couches and chairs. Students can enjoy tables for studying and a pop machine. The Carriage House Lounge is accessible 24/7 with your student ID.

Gateway Student Lounge

Located in the basement of Mellon, next to the snack bar, this lounge has a computer desktop, couches, study tables, and a refrigerator. This is a great place to relax between classes or meet with your study group.

Woodland Student Lounge

The new Woodland Student Lounge is accessible daily 7:00 a.m. to midnight. Enjoy the flat screen TV, study tables, and couches. This Lounge is a great location to host a student organization meeting, hang out with friends, or spend an evening studying.

Falk Student Lounge

Stop by the Falk Student Lounge to use the microwave or study between classes. This lounge is a great place to relax between classes and warm up your lunch. You can also use the pop machine!

Transportation

Parking at Chatham

All students parking on campus must apply for, obtain, and display a valid parking permit or valid visitor pass throughout the year. All Chatham University community members are eligible to purchase a parking permit and must complete an online parking permit application on myChatham. Permits are non-refundable after the add/drop period of each term. **Note:** There are a limited number of permits issued for Chatham Eastside and resident underclass 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 and stickers 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 Hickey Estate or Haber need an HE sticker or H sticker.
- Visitor passes are not required for vehicles parking on campus between 5:00 p.m. and 8:00 a.m. Monday through Friday and all day on weekends and holidays.
- Visitor passes cannot be used at the apartments on Fifth Avenue and where restricted by sign and in accordance with posted time limits.
- Visitor parking spots are for **visitors** only students are not allowed to park in these designated spots.
- Parking is prohibited as follows: in fire lanes, on walkways, blocking entrances, exits, driveways or loading docks, double parking (except as directed by a parking attendant), in areas restricted by posted signs, in visitor areas (without valid visitor parking passes), improper parking (out of parking lines), obstructing traffic as well as two hour visitor areas (beyond two hours and/or community members).
- Handicap parking is marked and available in all campus lots.
- Disabled license plates or placards must be displayed at all time on vehicles parked in disabled spaces.

- Community members who obtain a letter from their physician outlining the need for temporary disabled parking, including start and end dates, are eligible to receive a temporary disabled permit form the Public Safety Department for up to 90 days.
- Visit www.chatham.edu/campuslife/services/publicsafety/parking.cfm for more information.

Shuttle Service

The Chatham fleet of Green Machines travels regularly to our Chatham Eastside facility in East Liberty, the University of Pittsburgh and Carnegie Mellon University. The Green Machines, powered by biodiesel, are 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.-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 Oakland Shuttle** stops at Bigelow Blvd. near the Cathedral of Learning and at the CMU turnaround on Forbes, and loops approximately every 40 minutes from 7:00 a.m.-11:00 p.m., Monday through Friday. Stops are located at the Howe-Childs Gate House, Chapel Hill & Woodland Road, and the Chapel turnaround.
- **Pitt Shuttle Access:** With your Chatham ID you can access any of the Pitt shuttle with service throughout Oakland and the South Side. For the most up-to-date schedules check online at www.pc.pitt.edu/transportation/routes.html.
- **Shuttle Service to Grocery Stores and Shopping Centers:** Working in partnership, the Office of Student Affairs and Public Safety provide students with the opportunity to take the Chatham Shuttle to a variety of shopping centers, malls, and local stores each weekend. Every weekend the destination is to a new mall or shopping area. Contact Student Affairs at 412-365-1281 for a current schedule.

Bike Collective

The Bike Collective is a student group dedicated to encouraging and enabling students to bike, rather than drive to campus. With the help of the local organizations, Free Ride and Bike Pittsburgh, the collective guides students through the ins and outs of the bicycle commuting. Chatham also has a bike shop, staffed by University students, which will perform basic bike maintenance and repair for free!

Bike Works

Chatham Bike Works is a free workspace available to all Chatham biking community members located in the basement of Woodland Hall. Bike Works offers shop hours and monthly “hands-on” workshops. Every month there will be a workshop focusing on the many parts of bicycling: basic maintenance skills, on-the-road repairs and how to ride safely, etc. Contact Lyndy Palmer to ask further questions or to schedule an appointment at lpalmer@chatham.edu.

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

Zipcar

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

Academics

Academic Affairs 412-365-1157

Chatham College for Women

Chatham College for Women (CCW) preserves the institution's historic commitment to the education of women since the University's founding as Pennsylvania Female College in 1869. Chatham College for Women maintains the academic and co-curricular programs for undergraduate women and embodies the traditions and rituals of one of the nation's oldest colleges for women.

College for Graduate Studies

The College for Graduate Studies (CGS) offers women and men master's and doctoral programs in the liberal arts and the College for Graduate Studies include concentrations in art and design, business, health sciences, teaching and writing. These distinctive degree programs are enhanced by small class sizes which foster greater student-faculty interaction and a dynamic learning environment. The health science and design programs are housed at Chatham Eastside. Many programs offer internships, clinical experience, and study abroad opportunities as part of the curriculum.

College for Continuing and Professional Studies

The College for Continuing and Professional Studies (CCPS) provides online, residential, and low-residency undergraduate and graduate degree programs for women and men on the Chatham University Shadyside and Eden Hall campuses. The college also offers certificate programs and non-degree programming, including the Summer Music and Arts Day Camp for children.

Falk School of Sustainability

Chatham University announced the creation of the Falk School of Sustainability (FSS) in June 2009 to further expand the potential of the new Eden Hall Campus and to honor the legacy of alumna and environmentalist Rachel Carson. FSS provides innovative, interdisciplinary education, and research opportunities for undergraduate, graduate, and professional students to better prepare them to identify and solve challenges related to the environment and sustainability. FSS offers four degree programs – a Master of Arts in Food Studies, a Master of Sustainability, an Executive Master of Sustainability Leadership, and, beginning in fall 2014, a Bachelor of Sustainability. Furthermore, FSS works with University departments, faculty, and student groups to take steps to create a more sustainable living, learning, and working environment for the campus community.

Academic Calendar

Spring Term 2014

Monday, January 6	First day of classes
Monday, January 13	Add/drop period ends: <i>14-week session, first 7-week session</i>
Monday, January 20	Martin Luther King Day: <i>no classes</i>
Monday, February 10	Last day to withdraw: <i>First 7-week session</i>
Monday, February 24	Last day of classes: <i>First 7-week session</i>
Tuesday, February 25	First day of classes: <i>Second 7-week session</i>
Tuesday, March 4	Add/drop period ends: <i>Second 7-week session</i>
Sun-Fri, March 9-14	Spring Break (Saturday classes meet 3/15)
Monday, March 24	Last day to withdraw
Monday, April 7	Last day to withdraw: <i>Second 7-week session</i>
Tuesday, April 15	University Day and Buckets & Blossoms: <i>Classes in session</i>
Saturday, April 19	Easter weekend: <i>No Saturday classes</i>
Monday, April 21	Last day of classes
Tuesday, April 22	Reading Day
Wed-Sat, April 23-26	Final Exams

Maymester 2014

Monday, April 28	First day of classes
Friday, May 2	Add/drop period ends
Friday, May 9	Last day to withdraw
Friday, May 16	Last day of classes
Monday, May 19	Commencement

GPA Criteria

A student's cumulative GPA is computed by dividing the total number of quality hours into the total number of quality points earned, including F grades, for all repeated courses that have not been approved for deletion on the basis of petition by the student. To obtain a degree or certificate in an undergraduate program, the student must have the proper number of credit hours in the courses required for the degree and the cumulative grade point average requirements may be higher in certain colleges and in certain majors. This information is available in the individual college listings.

Grades from all courses taken at Chatham University and the resulting GPA will be used for the purposes of determining eligibility for University, collegial, departmental or professional honors or other recognition based upon the student's undergraduate academic career and record of academic performance.

Grades and Quality Points (Undergraduate)

Grade	Quality Points	Grade	Quality Points
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

Class Rank (Undergraduate)

Class Rank is based upon the number of term hours completed and is determined as follows:

First-Year	0 - 29.9 hours
Sophomore	30 - 59.9 hours
Junior	60 - 85.9 hours
Senior	90+ hours

Grades (Graduate)

Successful completion of a Chatham University graduate degree requires that students maintain a minimum cumulative grade point average (GPA) of 3.0. The Registrar reports all grades and credits earned to all students and their advisors at the close of each term

Grade	Grade Point Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C or below	Course must be repeated
F	0.00
P	Pass, minimal value B-
NG	No Credit
I	Incomplete work in a course
W	Withdrawal from a course with no penalty

Academic Policies

Academic Integrity Procedure

Violations of academic integrity may be categorized as minor or major offenses.

Violations are considered to be major or minor based on several criteria including: the nature and importance of the work; the academic experience of the student; the extent of malicious intent and the degree of premeditation; and whether the violation is a first-

time or repeat offense. The resolution of all major and repeat minor offenses will be resolved through the formation of the Academic Integrity Council and the procedures described below.

Minor offenses include improper citation without dishonest intent; plagiarism (submitting another's work or ideas as one's own) on a minor assignment or a very limited portion of a major assignment; citing a source that does not exist or that one hasn't read on a minor assignment; submitting identical work to two classes without permission; collaborating with others to complete a project without permission; and unpremeditated cheating on a quiz or minor examination.

Major offenses include a second minor offense; substantial plagiarism on a major assignment, signing your name to a paper that is not your own; failure to receive IRB approval before starting research; making up or falsifying evidence, data, or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions; cheating during exams; intentionally destroying or obstructing another student's work; copying or collaborating on a major exam; and any violation involving potentially criminal activity.

Three undergraduate and three graduate faculty members will be appointed by the Office of Academic Affairs to serve on the Academic Integrity Council. Student members will be nominated by the Vice President for Student Affairs and Dean of Students and will be selected by the faculty serving on the committee. A maximum of six students, three undergraduate and three graduate, can be selected.

The judicial process will involve the formation of a subcommittee of the Academic Integrity Council, consisting of two faculty members and two students chosen by the appropriate academic dean's office, and a representative from the dean's office. Faculty and students chosen to serve on any given academic integrity case may not be members of the department in which the alleged infraction occurred. Undergraduate faculty and students will sit on the Council in cases dealing with undergraduate students. Graduate faculty and students will sit on the Council in cases dealing with graduate students.

When an alleged violation of the Academic Integrity Policy has been identified, all faculty must implement the following procedure:

1. If the violation is classified as minor, the faculty, department chair/program director, and student may work together to achieve resolution. Resolution can be reached if the student accepts responsibility for the incident or the faculty member is convinced that a violation has not occurred. If it is determined that a violation has occurred and the student accepts responsibility for the incident, the faculty member and chair/program director will recommend appropriate course-based sanctions in writing to the appropriate academic dean.
2. After receiving a copy of the incident report and the recommended course-based sanctions, the dean will determine if it is the student's first offense. If it is the first offense, the dean will confirm the sanctions and inform the faculty member, department chair/program director, and student of the outcome in writing within ten (10) business days of receiving the report. A copy of the incident will be maintained in the student's file. Appropriate sanctions for a minor offense

- include requiring the student to resubmit the assignment or take a new exam; failing the student on the assignment or exam; lowering the student's grade in the course; failing the student for the course; requiring the student to participate in a noncredit workshop or seminar on ethics or academic integrity; or an assigned paper or research project related to ethics or academic integrity.
3. If the offense is not the student's first offense, an informal resolution is not reached, or the student or faculty member requests a judicial hearing, the dean's representative will convene a meeting of the Academic Integrity Council subcommittee to review the case within 10 (ten) business days of receiving the faculty members report.
 4. If the violation is classified as major, the faculty member will file a report, including recommended course-based sanctions, with the appropriate academic dean's office within 5 (five) business days of becoming aware of the violation. The dean's representative will convene a meeting with the Academic Integrity Council to review the case within 10 (ten) business days of receiving the faculty members report.
 5. It is the responsibility of the both the student and the faculty member to present his or her case before the Council. Faculty members may ask the dean's office to appoint a representative to present the case on their behalf. Both parties will have an opportunity to make a statement to the Academic Integrity Council, ask relevant witnesses to be available for questioning, and answer questions of the members of the Academic Integrity Council. All evidence must be presented and all witness must be present at the hearing. If one or more of the relevant parties or witnesses are unable to attend at the scheduled time, they must inform the dean's representative five (5) days prior to the scheduled hearing. The dean's representative will then work to reschedule the hearing within the next ten (10) days. Attorneys and other associates of the student or of the university are not permitted to participate in this hearing.
 6. After hearing the case, the Academic Integrity Council will recommend sanctions in writing to the appropriate academic dean. Appropriate sanctions for a major offense or two minor offenses include requiring the student to participate in a noncredit workshop or seminar on ethics or academic integrity; disciplinary probation; removal of graduate fellowship or assistantship support; suspension for one or more semesters; or expulsion from the University in addition to any course-based sanctions recommended by the faculty member. The dean will confirm the applicability of such sanctions and may reject any finding adverse to the student but may not make new findings adverse to the student or increase the severity of the sanction. Prior violations or informal resolutions of violations may be considered only in recommending sanctions, not in determining guilt or innocence. The dean will relay the decision in writing to the student and faculty member within five (5) business days of receiving the Council's recommendation.
 7. The student has the right to file an appeal with the Vice President for Academic Affairs within three (3) business days of receiving the dean's decision. The appeal must identify the issues or findings the student is challenging as well as documentation supporting their position. The VPAA's decision will be final.

A student who chooses to withdraw from the University rather than participate in the judicial process will be classified as having been withdrawn for academic integrity reasons. A student who withdraws under these circumstances is not permitted to reenroll or participate in any class or program until the pending matter is resolved. A student cannot avoid consequences for violating the University's Academic Integrity Policy by withdrawing from the course in which the violation occurred.

The first academic dishonesty form will be maintained in the student's file by the appropriate academic dean's office and destroyed upon graduation or separation from the University if no further incidents of academic dishonesty occur. If the student has committed two or more offenses, the academic dishonesty forms and their disposition become part of the student's permanent academic record. A copy of all incident reports will also be sent to the Dean of Students.

For more information on all Chatham University academic policies and procedures, please visit our website at www.chatham.edu.

Academic Resources

JKM Library 412-365-1670

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

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

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

Academic Support Services and Services for Students with Disabilities

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

Academic Support Services

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

Services for Students with Disabilities

The PACE Center also coordinates the provision of reasonable academic accommodations and services for students with documented disabilities, in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations are determined on a case-by-case basis after a review of the student’s documentation and a personal interview.

Accommodations may include, but are not limited to:

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

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

Office of International Affairs 412-365-2714

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

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

- **Study Abroad:** The Chatham Abroad program offers eligible Chatham sophomores the experience of international study and travel as an integral part of their Chatham degree program. Chatham Abroad includes a series of academic courses focused on interdisciplinary topics, taught by Chatham faculty during the Maymester term. The courses, topics, and foreign sites vary from year to year, depending on faculty interests and experiences, the global economy, and current international political conditions.

- **Global Focus program:** The Global Focus program at Chatham University concentrates on one region of the world each year to enable the University community to engage in a comprehensive study of the region through coursework, class assignments, campus events, community activities, co-curricular programs and service learning projects. For more information call 412-365-2924 or visit www.chatham.edu/globalfocus.

Chatham Outreach Centers

A Chatham education is supported by our “pillars of excellence” – women’s leadership, environmental awareness, and global understanding. Representing the strengths of our World Ready Women, 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.

- **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
- The **Rachel Carson Institute (RCI)** was established at Chatham College in 1989. Now a part of the Falk School of Sustainability, RCI focuses on promoting Rachel Carson’s legacy, sustaining Earth’s life support system – clean air, pure water, fertile soil, and biodiversity – through research, education and outreach.
412-365-2705, rci@chatham.edu
- The **Global Focus program** concentrates on one country or region of the world each year to enable the college community to engage in a comprehensive study of that region through coursework, class assignments, campus events, community activities, co-curricular programs, and service learning projects.
412-365-2924, globalfocus@chatham.edu
- **Office of Sustainability:** Chatham University’s Office of Sustainability is the administrative home of all campus sustainability projects. This office works to initiate change on campus with the hope of moving Chatham to carbon neutrality.
412-365-1686, sustainability@chatham.edu
- **The Fourth River** features writing and art, as well as provides links to valuable writing resources, publisher web pages, contest sponsors and other literary sites. The site encourages free speech and welcomes literary critique, social/environmental commentary, and may be used as an unbiased sanctuary for naturalistic writers.
<http://fourthriver.chatham.edu/>

Co-Curricular Experiences

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. The Office of Vice President of Student Affairs and Dean of Students is available to discuss confidential personal matters and to provide guidance to individual students in identifying, articulating, and resolving problems. If at any time throughout the year you are having concerns please call or e-mail osa@chatham.edu, or stop by the Office of Vice President of Student Affairs and Dean of Students in the Carriage House.

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, and recreational opportunities to enrich each student's collegiate experience. Staff members provide support for all student-sponsored organizations and activities, encouraging students to assume leadership in the out-of-classroom setting.

Throughout the year the Chatham Student Government (CSG), Graduate Student Assembly, Chatham Activities Board (CAB), and Student Affairs departments, along with 67 other student organizations plan many events including the annual Chatham traditions.

The Office of Student Affairs advises the following student organizations:

- **Chatham College for Women Student Government (CSG)** is the governing structure that provides an orderly method of government that is representative of all undergraduate students and 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 4 office hours a week. Each president works with class officers to plan class events and BOTC activities. Class Presidents may be called to speak 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 represents their classes' voice and opinion to the Student Senate as a Senator.
- **Graduate Student Assembly (GSA)** 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:** GSA organizes a monthly social event for all graduate students, faculty, and staff. A great opportunity to meet other graduate students and members of Chatham University with food, drinks, and fun!

- Mug Club: GSA organizes a monthly social event for graduate students to relax and enjoy pizza and beverages. It's a great way to meet other students and take a break after classes.

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

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.

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.

Diversity Programming and Service

- **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.

Cougar K-Nector Student Mentorship Program

This program matches all new students with a current student on campus. The Cougar K-Nector connects with the student throughout their first term and helps them learn about Chatham. All new students will feel an instant connection to the community and have a student liaison in which to ask questions.

R.I.S.E. (Retain. Involve. Strengthen. Excel.)

A retention program designed to increase the academic success, professionalism and leadership skills of women of color at Chatham University. This program provides new (first year, transfer, and Gateway) students of color a mentor, institutional support, and a series of co-curricular activities. Through regular monthly meetings, special events as well as semester retreats, members of RISE will have the opportunity to learn and grow as contributing members of the Chatham community.

All Faith Gathering

The All Faith Gathering is a time for student, faculty, and community members of all faiths to come together for spiritual reflection and meditation.

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 House
- Shadyside Presbyterian Church and Coalition for Christian Outreach
- First United Methodist Church
- East Liberty Presbyterian
- First Trinity Lutheran Church and Lutheran Student Fellowship
- Lutheran Campus Ministry
- Ryan Catholic Newman Center and Fellowship of Catholic University Students

Prayer Room

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

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.

Get Cultured Series

The Get Cultured 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.

Pittsburgh Symphony Orchestra

In partnership with the Pittsburgh Symphony Orchestra, Chatham University students and faculty and staff are entitled to reduced ticket prices for various artists and programs. Chatham student tickets start at \$15 and faculty and staff tickets at \$20. Visit www.pittsburghsymphony.org/chatham for further information or to purchase your tickets.

Family & Friends Services

Research has shown that parental involvement in a student's college experience directly affects their academic and personal success. At Chatham we offer several opportunities for parents to get involved and stay connected with their student throughout the year.

For information on any of the Family and Friends services offered at Chatham please visit www.chatham.edu/family/.

- **Chatham Family & Friends Association (CFFA)** promotes goodwill and communication between Chatham University and the parents, families, and friends of Chatham students by informing them of University activities and including them in activities that will enhance the educational experiences of students as well as the reputation and future of the University. For more information on CFFA and 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.

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.

- **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 & 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 Honor Code: Authority for Student Discipline

The Vice President for Student Affairs and Dean of Students is responsible for the overall coordination of the Student Conduct System on behalf of the University. For full details on honor code policies and procedures, please visit www.chatham.edu/campuslife/osa/honorcode/.

Honor is the 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, and 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. Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extents.

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. Upholding the tenets of the Honor Code is essential in promoting a safe and secure living and learning community for which students, faculty and staff share responsibility. The Chatham University Honor Code is reviewed every four academic years with student input.

The Honor Pledge

During Orientation, each new member of the Chatham student community will be required to sign 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.

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 well-being of the campus community.

Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempt 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 code of conduct.

Social Community Standards

1. Dishonesty directed toward a University official. This includes but is not limited to lying, cheating, or providing false 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. Disruption or obstruction of the use of University facilities. 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. 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. Any act which demeans, degrades, disgraces any person;
 - g. 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 through instant messenger, on websites, via e-mail, or through online communities and social networks.
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 a point of permanent disability, disfigurement, impairment, or dysfunction without assessment is impossible because of the student's resistance, conduct review may proceed.
7. Discrimination. Civilly, criminally, or administratively prohibited unequal treatment of a person on the basis of race, age, gender, creed, religion, national origin, ability, veteran status, or sexual orientation.
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 codes.
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 as study abroad programs for which the student receives academic credit.
16. Failure to comply with University regulations and/or 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
17. Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.
18. Possession of a weapon on campus, whether lawful or not.
19. 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.
20. Aiding and Abetting. Helping, procuring, or encouraging another person to engage in a violation of any offense.
21. Abuse of the Student Conduct System, which includes:
 - a. Failure to respond to a summons of the Student Conduct Board or an appropriate University official.
 - b. Attempts to discourage an individual's participation in, or use of, the Student Conduct System by means of intimidation, coercion, or influence.
 - c. Attempts to influence the impartiality of any person involved in a student conduct review of a matter prior to such student conduct review.
 - d. Falsification, distortion, or misrepresentation of information before the Student Conduct Board or to any University official.
 - e. Disruption or interference with the orderly conduct of student conduct proceedings.
 - f. Institution of student conduct proceeding knowingly without adequate cause
 - g. Violation of disciplinary probation resulting in the violation of the terms of one's probation.
 - h. Failure to comply with the directives of the Student Conduct Board including failure to complete assigned sanctions.

The purpose of listing and publishing disciplinary regulations is to give students general notice of prohibited behavior. 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.

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

Connecting with Students

The Office of Student Affairs has assigned each of its 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, the following are the staff contacts for each group:

- **Athletics:** Terlynn Olds, 412-365-1650, tolds@chatham.edu
- **Commuter:** Ruben Henao, 412-365-1281, rhenao@chatham.edu
- **Out of State:** Kate Pieratt, 412-365-1224, kpieratt@chatham.edu
- **Transfer:** Stephanie Reynolds, 412-365-1527, sreynolds@chatham.edu
- **Gateway:** Sean McGreevey, Ph.D., 412-365-1824, smcgreevey@chatham.edu
- **Graduate:** Hallie Arena, 412-365-1323, harena@chatham.edu
- **International:** Hallie Arena, 412-365-1323, harena@chatham.edu
- **Minority:** Sean McGreevey, Ph.D., 412-365-1824 smcgreevey@chatham.edu
- **On-Campus Residents:** Heather Black, 412-365-2776, hblack@chatham.edu
- **Student Veterans:** Hallie Arena, 412-365-1323, harena@chatham.edu
- **Student Residents with Families:** Kimberlee Small, 412-365-1225, ksmall@chatham.edu

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 67 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 67 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 Fling. 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:**
 - All Faith Gathering
 - Alpha Beta Alpha (Lambda Pi Eta Chapter)
 - Alpha Sigma Lambda Honor Society
 - Amnesty International
 - Artist Collective
 - Asian Cultural Association
 - Bake Club
 - Beta Beta Beta
 - Beyond the Page - An Unconventional Book Club
 - Black Student Union (BSU)
 - Blue Key Honor Society
 - Chabad on Chatham
 - Chatham Activities Board (CAB)
 - Chatham African Club
 - Chatham Christian Fellowship (CCF)
 - Chatham Cross-Cultural Connections Club
 - Chatham Forensics Club
 - Chatham Marketing Association
 - Chatham Music Club
 - Chatham College for Women Student Government (CSG)
 - Chatham University of American Society of Interior Designers (ASID) Student Chapter
 - Chatham University Dance Team (Cougar Cubs)
 - Chatham University Nursing Honor Society
 - Chatham University Drama Club
 - Class of 2014
 - Class of 2015
 - Class of 2016

Class of 2017
 Communiqué
 Creative Writing Club
 Exercise Science Club
 Fermentation Club
 Fickes Residence Hall Council
 Filmophiliacs
 Gateway Student Association (GSA)
 Graduate Film Society (GFS)
 Graduate Student Assembly
 Green Horizons
 Her Campus Chatham
 Legerdmain: The Chatham University Juggling Club
 MFA Writing Council
 Minor Bird
 Mortar Board: Hood & Tassel Chapter
 Muslim Student Association
 Naturality
 Omicron Delta Kappa Honor Society
 Peer Educators at Chatham in Health (PEACHES)
 Phi Alpha Honor Society
 Phi Beta Kappa Honor Society
 Physician Assistant Student Extracurricular Activities (PA-SEA)
 Pre-Physical Therapy Club
 Pre-Physician Assistant Club
 Psi Chi Honor Society
 Psychology of Gender Student Research Team
 Rea and Laughlin Residence Hall Council
 Sigma Tau Delta Honor Society
 Slow Food
 Social Work is Real Life (SWIRL)
 Society of Human Resource Management (SHRM)
 Student Academy of the American Academy of Physician Assistants (SAAAPA)
 Chatham University Chapter
 Student Athletic Advisory Committee (SAAC)
 Student Pennsylvania State Education Association (SPSEA) of Chatham University
 This is Me! Gay-Straight Alliance
 Ukele Club
 United States Green Building Council (USGBC)
 Woodland Residence Hall Council

Community Service 412-365-1527

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

- **Community Service Day:** A campus-wide day of service scheduled each term. Students, alumni, faculty and staff, come together to volunteer at a variety of agencies in the local and surrounding Pittsburgh community.
- **Community Service Database:** This comprehensive database is a place where students, faculty and staff record their volunteer hours and positions and it also serves as a resource for community agencies.
- **Volunteer Opportunities:** Chatham offers a variety of ways for students to get involved and give back to the community. Community service initiatives are incorporated into events through canned food / clothing drives, making blankets for a local shelter and volunteering, activism and much more. Throughout each academic year Chatham has taken the approach to service in that we want our community to aspire to be civically minded professionals through leadership roles, community service and civic engagement.

Series

- **Co-ed Social & Recreational Activities:** Café Rachel Coffeehouse Series, Chatham After Hours, Night Edge, OR, and Student Organization Nights are just a few of the many social events planned through the year for students at Chatham. Chatham partners with campuses in the Pittsburgh area to provide a coeducational environment for students at campus activities. Check out the happenings page on myChatham daily for the most up-to-date listing.
- **Dance Classes:** From Hip Hop to Country Line dancing...a variety of dance classes are offered on campus, which are open to all students. In addition to these one-time dance classes, there is also a Zumba series that occurs weekly throughout the term.
- **Fit for the Future Remix:** This program teaches students the basics to leading a healthy lifestyle. Learn about the AFC, working out, healthy eating habits, and how to deal with common health issues and much more.

Publications

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

Staying Informed and Updated

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

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

Residence Life. 412-365-1518

The mission of Residence Life is to work collaboratively with all departments within Student Affairs to partner with students, and to create a comfortable, safety conscious and enjoyable environment for all students within the residence halls. This environment is not only achieved through collaborative programming with Student Activities, but

also through having all community members taking an active role in upholding and adhering to community standards.

The Office of Residence Life is located in Woodland Hall (across from the IT Help Desk).

Athletics-NCAA Division III 412-365-1650

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

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

- **Director:** Terlynn Olds, 412-365-1650, tolds@chatham.edu
- **Basketball:** Sandy Rectenwald, 412-365-2955, srectenwald@chatham.edu
- **Cross Country:** David Hodge, 412-365-1649, dhodge@chatham.edu
- **Ice Hockey:** Jason Evans, 412-365-1650, jevans@chatham.edu
- **Soccer:** Betsy Warren, 412-365-2953, bwarren@chatham.edu
- **Softball:** William Gilbert, 412-365-2954, wgilbert@chatham.edu
- **Swimming:** Christina “Tilly” Sheets, 412-365-2945, csheets@chatham.edu
- **Tennis:** Brett Slezak, 412-365-2956, bslezak@chatham.edu
- **Volleyball:** Marc Eberle, 412-365-2959, meberle@chatham.edu
- **Track and Field:** David Hodge, 412-365-1649, dhodge@chatham.edu
- **AFC Coordinator:** Dani Pais, 412-365-1625, dpais@chatham.edu
- **Athletic Trainer(s):** Robin Sales, rsales@chatham.edu; Megan Turcheck, rturcheck@chatham.edu, 412-365-2946

Office of Career Development 412-365-1209

The Office of Career Development assists students with career decision-making, job search strategy, graduate school planning and experiential education activities, including internships. Services are provided through individual counseling and advising as well as through group workshops.

- **Internships:** At Chatham, students are required to participate in experiential learning, including internships. The Chatham University Internship Program allows students to acquire hands-on work experience related to their academic studies and career plans. Each student undertaking an internship does so through Career Development with the supervision of a faculty member. Internships may be paid or unpaid and may be completed year-round. Students may earn between one and twelve academic credits for internship experiences that span one or two terms. The Internship Program is available to all undergraduate students with a 2.0 GPA

beginning in their second semester of study at Chatham. Please note that if you are an international student, you must secure permission from the Office of International Affairs before registering an internship for academic credit. To learn more about the available internship opportunities, visit myChatham for directions to access the NACELink website.

- **Babysitting Referral Service:** On-campus and off-campus student employment opportunities are posted online for students at www.collegecentral.com/chatham. Also on the College Central website, students will find opportunities to work with people in local neighborhoods in need of child care. Many of these positions are within walking distance of Chatham. To locate and apply to these opportunities, interested students should simply click on the “Freelance” box when performing a search in College Central. If you have a child care opportunity that you would like to make available to Chatham students, please contact careers@chatham.edu or 412-365-1507.

Office of Student Health and Wellness 412-365-1625

The Office of Student Health and Wellness is responsible for coordinating the mental health (emotional), physical health (health and wellness lifestyle), social (support services on campus). The departments under Student Health and Wellness consist of Athletics 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 impacts 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 (IM) and outdoor recreation (OR) 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.
- **IM:** 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.
- **OR Activities:** OR activities are planned at least once a month and include a wide range of activities. Recent trips include white-water rafting, horseback-riding, overnight camping and hiking trips and skiing. For information about upcoming recreational activities, check the activities calendar or contact the coordinator of the AFC at afc@chatham.edu

Counseling Services 412-365-1282

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

Counseling services is staged by a full time Doctor in Counseling Psychology and a part time Doctor in Clinical Psychology. Both professionals are licensed by the Commonwealth of Pennsylvania. The services are free and consist of brief and individualized confidential counseling/psychotherapy sessions and educational workshops. Counseling is viewed as aiding students' personal growth and development so that the maximum benefit can be derived from the college experience. Individual, brief counseling sessions provide students an opportunity to openly explore any personal, social, family, or academic concerns that they may not wish to share with others. If long term care is needed, the student will be referred to an external mental health professional.

Students seek 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 psycho-educational 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 individuals counseling and brief psychotherapy to full-time registered students. Evaluations and external referrals are offered to part-time regular undergraduate and graduate students. We provide a confidential, non-judgmental space to explore and work through personal, social, family, or academic concerns.

Referral Services

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

Crisis Walk-in Services

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

Self-help Workshops

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

Student Health Services. 412-365-1238

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

Prior to returning/starting at 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.

How Student Health Services works for you while you are enrolled

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

- First aid intervention
- Illness and injury assessment
- Starter doses of over the counter medications
- Various health screenings
- Blood pressure checks
- Height and weight measurements
- Community health referrals
- Physical and psychological counseling appointments

- Updating and maintaining student health and immunization records
- Health education resource materials and activities.

For physician visits, Chatham University has successfully partnered with:

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

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

Information on Student Health Insurance

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

Health Tips and Advice

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

- Get regular medical check-ups and vaccinations.
- Get plenty of sleep. Sleep deprivation can lead to bad grades, depressed mood, and difficulty maintaining relationships. It also raises your risk of chronic health problems including diabetes and heart disease.
- Make time for regular exercise
- Eat a healthy diet.
- Don't ignore symptoms of depression.
- Don't abuse drugs or alcohol.
- Take precautions to prevent sexually transmitted disease.

Additional Tips

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

Community Resources

Pharmacies in Squirrel Hill

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

Family Practice

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

Hospitals and Clinics

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

Office of University Advancement

Office of Development 412-365-1514

The Office of Development supports, encourage, and promotes Chatham University’s academic mission and vision by interacting with alumni, friends, and the greater community. Our goal is to engage and connect these constituents with the University to garner support and secure resources that will enhance Chatham’s unique place in higher education.

Office of Alumni Relations. 412-365-1517

The Office of Alumni Relations serves as a liaison between the alumni and the University and supports the work of the Alumni Association and its governing board. The goal of the Office of Alumni Relations is to engage alumni in the life of the University through regular communication; campus events; regional events across the country; Chatham’s alumni magazine, the *Chatham Recorder*; networking and volunteer opportunities.

Chatham University Alumni Association

Upon graduation all undergraduate and graduate students become members of the Chatham University Alumni Association. The Association is an active part of the community and exists to serve alumnae, graduate alumni and current students of Chatham, as well as the Chatham community as a whole. Seniors are inducted into the Alumni Association at senior dinner and graduate and CCPS students are welcomed following the successful conclusion of their program. Alumni participate as mentors in professional development, as financial supporters of the University, as student recruitment assistants, as volunteers for University-related events, and/or as participants in other campus events.

Regional Alumni Events

Alumni in areas around the country are beginning to form groups in order to network for their own interests and to advance the interests of the University in areas of recruiting, career services and fundraising. All alumni are welcome to attend any event. Regions that maintain an active schedule include: Pittsburgh, Westmoreland County, Washington, D.C., and New England.

GOLD Programming

GOLD members (Graduates of the Last Decade) are those Chatham College for Women alumnae who have graduated in the last 10 years. These young alumnae are involved in programs on both the local and national level. Through the process of reengagement and development – largely accomplished via social media websites –

Chatham's young alumnae become aware of University activities that will keep her involved. Furthermore, their active participation will influence classmates, strengthening the alumnae community.

Graduate Alumni Programs

The Office of Alumni Relations is building a framework to increase graduate alumni involvement at the University. Alumni Relations is hoping to establish a connection that will propel future classes to become engaged and remain active in the life of the University. The process of re-engagement and development will strengthen and build relationships with alumni after graduation.

Student Alumni Association

The Student Alumni Association (SAA) is a student volunteer organization that works on behalf of the Alumni Association to enhance the student experience by connecting students to one another, alumni, and the University. The SAA is dedicated to engaging students and assisting them in their journey to graduation and beyond!

University Marketing & Communications

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

Residence Life Policies and Procedures

Responsibility of the Residence Life Staff

The University has delegated to the staff of each residence hall/apartment building the responsibility for maintaining a living-learning environment in the residence halls/apartments where the students may express individuality while acting as a responsible member of the community. Residence Life staff members will educate the community about residence hall/apartment policies and procedures and will be responsible for enforcing such policies and procedures.

Resident Assistants (RAs) are student staff members who live in each residence hall and primarily serve as a 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 in the residence halls an enjoyable and healthy experience. Students never need a specific reason to see their RA, but here are common items RAs can assist students with:

- To talk about anything! RAs are there to listen!
- To request a work order for something broken in your room or building.
- To hang out.
- 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 the **Graduate Resident Directors (GRDs)**. The GRDs live in your building and help to facilitate that the community is healthy and enjoyable for everyone. GRDs hold office hours in the Office of Residence Life-Student Affairs and meet with students on first-level violations of residence hall policy.

The **Assistant Director of Residence Life (AD)** and **Coordinator of Residence Life (CRL)** are professional staff members who supervise the GRDs, oversee housing, staff training, and meet with students on second-level violations of residence hall policy. Students are welcome to visit the office and see the CRL and the AD 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.
- To ask questions about the housing selection process.
- To request a room change.
- To meet about a residence hall policy violation.
- To appeal a damage charge.

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

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

Spring 2014 Office of Residence Life-Student Affairs Important Dates

January 4	Spring RA Training
January 5	Residence Halls open for spring housing at 9 a.m.
January 9	OL/RA Information Tables on Campus
January 17	OL/RA Applications Due by 5 p.m.
January 27-February 7	OL/RA Interviews
January 31	Information Session Apartment and LLC Housing Selection Process
	Living Learning Community/UG Apartment Applications/ Graduate Housing Intent Forms Available
February 8	OL/RA Group Process Day
February 28	OL/RA Decision Letters
February 18	Room Selection Kick Off
February 20	National RA Appreciation Day
February 21	Living Learning Community/UG Apartment Applications/ Graduate Housing Intent Forms Due to Residence Life by 5 p.m.
March 3-7	Undergraduate Health and Safety Inspections
March 4	OL/RA Acceptance Due
March 4-8	Health and Safety Inspections & Maymester Meetings
March 14	LLC Housing Decision Letters
March 14	Apartment Housing Decision Letters
March 17-21	Graduate Health & Safety Inspections
March 18-29	Housing Deposits Accepted
March 3	Summer Housing Applications Available
March 24	Room Selection Information Session
March 28	Housing Deposits Due
March 30	Room Selection Living Learning Communities @ 2 p.m.
	Room Selection Seniors & Juniors @ 3 p.m.
	Room Selection Sophomores @ 4 p.m.
April 4	Summer Housing Applications Due
April 5-10	Residence Hall Olympics
April 12	OL/RA Pre-Service Training & Residence Life End of Year Banquet
April 21-25	24 Hour Quiet Hours
April 25	Residence Halls close for students not enrolled in Maymester

May 17 Residence Halls close for Maymester
 May 19 Residence Halls close for graduating seniors
 May 23 Leases end for graduate housing

2013–2014 Residence Life Staff

Office of Residence Life

Woodland Hall Main Office (across from the IT Help Desk)

Director of Student Affairs & Residence Life	Heather Black
Associate Director of Student Affairs & Residence Life	Ruben Henao
Assistant Director of Residence Life	Kate Pieratt
Coordinator of Residence Life	Kimberlee Small
Coordinator of Student Affairs	Stephanie Reynolds

Residence Hall Staff

Chatham Apartments

GRD Amber D. Ray	
RA Cory Doman	RA Jade Lawson
RA Catherine Giles	RA Ashley Traynor
RA Ashley Henry	

Fickes Hall

GRD Tiara Andress	
RA Angela Kazar	RA Erin Smith
RA Kaylee LaPosta	RA Harley Williams
RA Deanna Meilinger	RA Brianna Young

Laughlin House & Rea House

GRD Tatum Risch	
RA Gretchen Geibel (Environmental LLC)	
RA Shannon Ward (Environmental LLC)	
RA Britanni Berch-Schmidt (Intercultural LLC)	
RA Ciera Young (Intercultural LLC)	

Woodland Hall

GRD Rory Mitrik	
RA Hillary Branum-Tamski	RA Shanai Sloan
RA Brittany DeMeno	RA Izzy Sundet

Residence Hall Policies

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

Alcohol

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

Air Conditioners

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

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

Appliances

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

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

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

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

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

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

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

Articles and Activities Prohibited in the Residence Halls

The following activities and articles are prohibited in or around the residence halls. Failure to comply with these regulations is a violation of the residence hall policies. An

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

Articles and activities prohibited in the residence halls include:

- Bicycles, except when stored in the students' rooms or in designated areas outside of the residence hall where they do not block exit routes. Bicycles cannot be stored in public entryways, hallways, or lounges.
- Waterbeds, lofts, or stacking furniture. Bed lifts no higher than 12 inches can be used to elevate bed height but only when lifts are purchased at a store and made for this specific purpose. Under no circumstances can bricks, blocks of wood, etc., be used to elevate furniture.
- Possession of or use of explosives, ammunition, flares or other dangerous weapons (i.e. pocket knives larger than 2½ inches in length) or substances.
- Storage of any flammable liquids or gasses
- Possession of halogen lamps, hot plates, toaster ovens, toasters, large refrigerators (larger than 4 cubic feet), and other expressly prohibited electrical appliances in residence hall rooms as outlined in the electrical appliance policy (see electrical equipment and appliance policy). Toasters, toaster ovens and hot plates are permitted in Chatham Apartments and public residence hall kitchens only.
- Possession and/or use of candles (decorative or otherwise), incense, potpourri burners, space heaters (unless provided by the University), or anything with an open flame.
- Tampering with or misuse of fire and safety equipment or elevators (e.g. fire alarms, fire extinguishers, exit signs, fire doors, smoke or heat sensors).
- Failure to evacuate the residence hall area during fire alarms.
- Propping open residence hall entrance and exit doors as well as fire doors. Building alarms will sound if residence hall entrance doors are propped
- Engaging in any other activity determined to be in violation of health, fire, safety and/or maintenance codes.
- Damaging or misusing residence hall property and/or furniture including the removal, relocation, or disassembling of furniture from individual rooms and/or public areas. Under no circumstances are students permitted to remove University furniture from student rooms/apartments without approval from their GRD.
- Throwing or suspension of articles, objects or persons from residence hall windows. This includes sitting on window ledges.
- Presence on building roof areas, window ledges, fire escapes, or in other unauthorized areas.
- Theft or unauthorized possession of University property or property that belongs to another individual or group. This includes moving public lounge furniture items to student rooms/apartments.
- Sleeping in the common areas of residence hall spaces is not allowed unless approved by the Office of Residence Life.

- Watching pornography or other commonly offensive materials on University provided televisions or in common areas. This is not limited to multimedia played through a VCR or DVD player.
- Failure to comply with residence life staff members or University officials performing his/her duties, including but not limited to the failure to provide proper identification to a staff member upon request or giving misleading or false information to a staff member performing his/her duties.

Bicycles

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

Common Kitchen Facilities

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

- Residents are responsible for cleaning appliances, dishes, etc. that they use. Dishes left dirty in the kitchen or bathrooms for more than 24 hours will be thrown out.
- Refrigerators are for all the residents to use. Residents should mark their food in some way and should remove old food appropriately. Refrigerators will be cleaned out at the end of each term and unmarked and spoiled food will be thrown out.
- The University does not accept responsibility for food left in the refrigerators; therefore, students should respect the personal property of others and refrain from using or taking food left by other resident students without their expressed consent to do so. Students will be subject to disciplinary action if they remove another student's personal belonging from the kitchen area.
- When cooking, students must be present in the kitchen area. Students are not permitted to cook food in the microwave unless present. Disciplinary action, including fines, will be taken if these procedures are not followed.
- A student failing to maintain the safety of the kitchen will be fined \$25.00 and may face additional disciplinary action. This includes leaving an oven or a cook top on after food preparation is completed or failing to clean up spills.

Doors

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

E-mail Communication

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

Fire Safety & Fire Escapes

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

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

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

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

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

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

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

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

Fire Safety Tips

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

Furnishings

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

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

Health and Safety Inspections

Upon prior notice, the Office of Residence Life and Public Safety will conduct periodic health and safety inspections of rooms and apartments to help insure that all residents are in compliance with health, fire and safety guidelines. General room/apartment inspections will indicate violations and will advise students on how to correct violations. Any violations which are found and/or not corrected may result in an applicable fine, confiscation of property, and/or disciplinary actions.

ID Cards

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

Indoor Sports

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

Insurance

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

Lockouts

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

Lounge Furniture

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

Mail Services

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

The address will be:

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

Medical Accommodations

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

Severity of the Disability

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

Practicality, Availability, and Timing

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

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

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

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

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

Personal Bathrooms/Kitchens

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

Pet Policy

Students are not permitted to have pets in the residence hall or apartments with the exception of aquarium fish in an aquarium no larger than 25 gallons. Any pets besides fish are not permitted (this includes lobster, turtles, frogs, etc.) However, there are some

graduate housing options that allow felines. Contact the Office of Residence Life for more information.

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

Quiet Hours

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

- **Minimum Quiet Hours in all residences:**
Sunday-Thursday, 11:00 p.m.-8:00 a.m.
Friday-Saturday, 1:00 a.m.-10:00 a.m.
- Residents are permitted to agree to longer quiet hours through community agreements, but may not agree to shorter quiet hours.
- There will be 24-hour quiet hours during exam periods beginning at the end of the last class through the end of the last final exam.
- Courtesy Hours exist at all times. At all times, students are expected to be courteous and to conduct themselves in a way that does not intrude on the rights and privileges of others.
- Respectful interactions are expected within the residence hall communities regarding Quiet Hours and Courtesy Hours. Any student who is not respectful to fellow and/or Residence Life staff will need to have a disciplinary meeting regarding confrontation.

Recycling

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

Residence Hall Meetings

Residence hall meetings provide opportunities for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns, etc. Specifically, students will receive information about openings, closings, room selection, etc. Each student is required to attend and may offer support, ideas and suggestions to other residents and to all the hall staff. Each student is responsible for the information introduced and/or decided at the meeting regarding community standards and other

areas of student living. Failure to attend or notify the GRD that you cannot attend may result in a fine or disciplinary action.

Room Changes

Residents who want to change their housing assignment may complete the Room Change Request Form which can be found on myChatham. Room changes are offered two weeks after the beginning of each term. Students requesting a room change must have already met with their RA in order for the request to be considered. In the cases of a roommate conflict, the RA and/or GRD will require mediation before a room change will be considered. The room change period ends on October 11 for the fall 2013 term and February 11 for the spring 2014 term. The Office of Residence Life reserves the right to move students as necessary. If a student loses a roommate during the year, Residence Life reserves the right to assign another student to that space without prior notification. The University also has the right to relocate students at any time for any reason.

Room Charges and Refunds

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

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

Room & Holiday Decorations

While every person likes to personalize her space in order to feel at home, the residence hall areas are governed by certain local fire safety ordinances. Since your living space is intended to serve not only you and your roommates, but also the residents who live there in the coming years, certain guidelines for personalizing rooms or apartments are necessary. Additionally, certain adhesives and/or other hanging elements often damage walls and other University furnishings. It is necessary for resident students to be aware of the following guidelines in keeping with local safety codes and with University policy:

- Students are not authorized to paint (including washable paint), renovate or modify their rooms in any way. Glow in the dark paint or markers are not permitted.
- Furniture must not obstruct smoke detectors or sprinklers, block heating vents, damage pipe coverings, or impair a quick exit from the room or window in cases of emergency.
- Decorative hangings are largely restricted to the inside of the residence hall room.
- Students may hang minimal decorations on their room doors. If door hangings are determined to be a fire hazard by a Residence Life staff member, students will be

required to remove such decorations. The Office of Residence Life reserves the right to deny any decoration that is deemed inappropriate or offensive to others.

- Students are prohibited from hanging decorations of any kind on hallway walls, ceilings, etc.
- Students are prohibited from leaving furniture in the hallway. If any room furniture is lost during the course of the student's stay in the room, the student will be charged a replacement fee.
- Students are prohibited from hanging any items from sprinklers or near sprinklers that may interfere with sprinkler function.
- When hanging pictures, posters, etc., do not use the following items on the wall: transparent tape, double stick tape, adhesive stick-on corkboard, nails and screws. Adhesive or nails that damage the wall will be assessed during room inspection. Blue painters tape should be used to tape smaller items to walls in the residence areas. Adhesive poster putty that leaves no residue is also recommended to hang posters. Framed photos should not be hung on walls. Students are responsible for any damage done to walls after they move in.
- Holiday candles are not permitted in University owned student residences. Students seeking to honor religious observations should contact the Director of Residence Life for approved locations and guidelines.
- Live trees and wreaths are prohibited in student rooms/apartments. Non-UL approved lights are prohibited from being used. Only UL approved lights and small non-heat producing lights can be used. All decorations must be removed prior to the term break.
- Underage students are not permitted to display alcohol bottles in their residence hall room. Displays of drug paraphernalia are prohibited for all students.
- While students may use their discretion in postings on the outside of their room/apartment door, any postings must be respectful of community members and cannot violate the Honor Code. (This includes items that may lead to mental or bodily harm to others or self and any items that may create a civil disturbance).
- Students in the Fifth Avenue apartments are not allowed to renovate, or paint their apartment. Only small nails should be used when hanging pictures on walls.

Room Keys

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

Roommates

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

Solicitation and Advertising

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

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

Smoking Policy

It has been stipulated by Chapter 617 of the Smoking Pollution Control Ordinance that: The right of smokers to smoke ends where their actions affect the health, well being and comfort of others. Smoking is prohibited in all residence areas on campus, including rooms, hallways, lounges and computer labs. Students and guests who smoke outside the residence areas must be at least twenty five (25) 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, toxins that are harmful to the environment, and can cause fires. If cigarette smoke drifts into students' rooms/apartment windows and causes a disturbance to residents, the smoker will need to smoke elsewhere to limit the disturbance.

Storage

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

Trash Removal

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

Two Year Residency Policy

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

housing. Gateway students may request an exemption to the residency requirement by contacting the Office of Residence Life.

Vandalism & Damage to University Property

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

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

Individual Room Damage Policy

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

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

Billing for individual room damage is completed after residents move out of their room. Students are responsible for the damage costs that are listed in the Terms and Conditions of Residence Living for each year. The Office of Residence Life must receive appeals to damage charges in writing within two weeks of the issuance of the bill. After that time, appeals will not be granted.

Common/Public Area Damage Policy

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

Visitation/Guest Policy

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

Visitation hours are as follows:

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

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

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

- Visitation must always be with the mutual consent of all roommates. RA staff is available to assist roommates with establishing a room/apartment visitation agreement upon request or need.
- All guests must be signed in and signed out of the residence halls, including Chatham students not residing in the hall they are visiting. Guests must show picture ID when signing in and should be able to produce picture ID on request of a university staff member.
- Residents are responsible for signing in and signing out their non-Chatham guest. All guests must be signed in with a first and last name. Residents failing to sign in guests are subject to disciplinary action, including a residential fine. Residents shall not sign in guest(s) for other Chatham residents. Guests visiting apartments located on Fifth Avenue are not required to sign in and out. Nonetheless, guests on these premises must be escorted at all times while inside the apartment building and should carry picture ID.
- A Chatham residential student guest may sign into any residence hall as long as she is a guest of a member of that community or restricts her activities to the first floor common area. This privilege will be revoked if the student displays disruptive behavior in the residence areas.
- Guests must be escorted at all times by their host. This includes Chatham students who do not reside in campus housing. No exceptions.
- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hostess and also the guest(s).
- Residents are responsible for the action of their guest(s), including policy violations.
- Resident students may have no more than five guests at any given time.
- Resident students may have overnight guests, but only with roommate consent. (Except for fall term first-year students who cannot host overnight guest(s) until the evening of Chatham Eggnog). Please see First-Year Guest Policy.
- Resident students may have no more than two overnight guests at one time.
- Overnight guests may stay no more than three consecutive nights in the residence halls and for no more than two weekends each month. Residence Life staff will use disciplinary action if a guest has been in the residence hall beyond the stipulated three consecutive nights and visits overnight for more than two weekends each month.

- Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused.
- Guests are not permitted individual access to University's facilities, including laundry machines and kitchens. They may only use these facilities in conjunction with their student host but never for their personal usage.
- Guests cannot be left alone in their host's room or apartment while their host is away for an extended time (this includes while the hosts are in class). Such action leaves guests unescorted.
- Resident students must have permission from a GRD, CRL, or AD to have a guest under the age of ten.
- Residence halls or apartments shall not be used for baby-sitting.
- Paid entertainment is not permitted in residence hall rooms unless approved by the Director of Residence Life.
- Exceptions to the Guest Policy can be made through a building's GRD, AC, CRL, or AD with advance notice.

First-Year Student Guest Policy

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

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

Work Order Requests

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

- Students must contact their RA or GRD with a work order request as soon as the problem comes to their attention. Any staff member in Facilities, Student Affairs, etc. may request work to be completed in a residence area by submitting a work order request via e-mail or phone. Requests should be as specific as possible to ensure timely follow up.
- All pertinent dates must be given to the RA or GRD before submitting the request. Please be as specific in your request as possible to ensure prompt response. GRDs will submit student requests on a daily basis Monday through Friday.

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

General Housing Information

New Students

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

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

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

Returning Students

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

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

Summer Housing

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

- Enrollment in summer classes (including internships) at Chatham or one of the PCHE institutions during one or both of the summer sessions. Chatham credit must be received.

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

Early Arrivals

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

Late Stays

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

University Break Periods

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

Spring Break, Long Weekend, Thanksgiving

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

Winter Break

Chatham's residence halls and apartments only close during the academic year during Winter Break. During this time, the residence halls and apartments are closed. Woodland Hall and Laughlin House remain open only to International residents who cannot go home for the break and do not have alternative housing available to them. If you think you may need housing at any time during Winter Break, you should live in one of those buildings for the entire year. Residents in Woodland and Laughlin will be contacted to register for winter housing around Thanksgiving. Failure to request Winter Break housing before students move into fall housing will likely result in future requests being declined due to lack of living space available. Food service and Residence Life staff may not be available during winter break and students are responsible for making their own provisions.

Living Learning Communities

What is a Living Learning Community?

A Living Learning Community (LLC) is a special housing option which affords students the opportunity to continue the learning experience outside of the classroom. Students who reside in a LLC are choosing to live in communities with individuals who have similar interests so they can pool their knowledge and resources to take an active part in continued learning. Students who are selected to reside in a LLC are expected to attend and participate in programs and to be an integral part of the community by sharing their own personal experiences and skills with the other members of the community. Additionally, these students may be looked upon to help educate the Chatham University community and surrounding areas about their specific area of interest.

Intercultural LLC in Laughlin House

Laughlin House is home of the Intercultural Living Learning Community. This special housing option is open to all students who are interested in becoming more culturally and globally aware. The goal of this living learning community is to foster a cultural exchange between all residents of the house. Students, faculty, and staff collaborate to plan activities that will expose the residents to the differences and similarities that exist among cultures. Laughlin houses students in single, double, triple, and quad rooms.

Rachel Carson Environmental LLC in Rea House

Rea House is the home of the Rachel Carson Environmental Community. Named after the 1929 alumnae, Rachel Carson, this is a special housing option open to all students interested in becoming more environmentally aware. The students who reside in this living learning community share an interest in participating in an environment which focuses upon sustainable and green practices. Students work closely with staff and faculty to plan activities which focus upon different aspects of living a green lifestyle. Rea houses students in single, double, and triple rooms.

All Faith LLC in Woodland Hall

The All-Faith LLC, located on the second floor of Woodland Hall, is a residential community where the diversity of religious and spiritual beliefs is embraced and explored. Students who choose to reside in this unique community will attend events which will increase their understanding, tolerance, and respect for all global religions. Additionally, students in the All-Faith Living Learning Community will have the opportunity to connect with faculty, staff, and local community leaders.

Office of Residence Life Documentation Process

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

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

General Overview

When a meeting is deemed necessary, the student will be contacted via Chatham e-mail within three (3) business days of the incident/filed report by the Residence Life Staff Member to arrange a meeting to discuss the potential policy violation(s). Meetings should be viewed as an opportunity for students to share their experience and input about the potential policy violation.

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

Sanctions

All sanctions, which are assigned by professional Residence Life staff members, are fully supported by the Office of Residence Life-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 Student Affairs and Residence Life. The Office of Residence Life acknowledges that each policy violation is unique and may result in either of the types of sanctions below or a combination of the two.

Types of Sanctions

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

Appealing a Sanction

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

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

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

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

Terms & Conditions of Residency 2013-2014

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 or (2) when the student accepts the room key for a University residence. 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 terms and conditions contained within this document as well as the policies of Chatham University contained within 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 2013-2014 (available online), may subject the student to disciplinary action and/or fines; including but not limited to, termination of the students occupancy in a resident hall room/apartment and/or suspension or expulsion from the University

Eligibility/Assignments

Eligibility for residence is limited to full-time Chatham students who have made all required deposits, payments, and are in good academic, conduct and financial standing.

- All Chatham Students living in the residence halls and apartments must use one of the residence hall meal board plans offered by the university.
- Upon withdrawal from the academic year housing contract, the student must evacuate the room within 48 hours or by individual arrangements made with the Director of Student Affairs and Residence Life.
- 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.
- Room changes are allowed with approval only. Only student assigned to a given room may reside in that room.
- Roommate preference based upon race, color, religion, sexual orientation, socio-economic 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 and Student Affairs or Vice President of Student Affairs. A non-refundable housing reservation fee of \$150.00 must be made to student accounts prior to room assignment.

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

If a student gives the University written notice of withdrawal prior to the first day of the fall term, 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 semesters only.
- Housing for the winter break, **DECEMBER 15** to 9:00 a.m. on **JANUARY 5**. Resident access cards will not be activated until that time. Winter break housing will be offered on an individual basis. Students must apply for Winter Break Housing by completing the form and returning it to Residence Life no later than November 15.
- 2014 spring term housing opens to all students at 9 a.m. on **JANUARY 5**. Students must vacate their on-campus residential rooms following spring term within 24 hours of their last scheduled final.
- Residence halls will be officially closed on Friday, **APRIL 25** for all students **NOT** enrolled in Maymester courses. Students registered for Maymester courses must move out by 5:00 p.m. on **MAY 17**. All graduating seniors who must move out by 5:00 p.m. on **MAY 19** (Commencement Day). Only students assigned to a given room may reside in that room.
- The student will be billed \$50 per day (or part thereof) for occupancy before or after these published contract dates unless prior arrangements have been made and approval received from the Director of Student Affairs & Residence Life or Vice President of Student Affairs and Dean of Students.

**These dates are subject to change based on the academic calendar.*

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 residents property for more than seven (7) 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.

Condition of Premises/Damage

By taking occupancy of the space, the student accepts its condition “as is” at such time and assume the responsibility to maintain the space and any common areas in a clean 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.

- The student shall reimburse the University upon demand for all damages for expenses which the University may suffer or incur for repair of a room or facility in the residence, for the repair or replacement of University provided furniture, caused by misconduct or neglect of the student or of the students' guest(s).
- Common area, such as kitchens, bathrooms, and lounges are the responsibility of all residents in that area. If damages occur to common areas, then all residents of that community will equally share damage costs if the responsible party is not found.
- 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.
- The student shall not alter the room or other facilities of the residence (including but not limited to painting walls, and removal of University furnishing) therein any way without the prior written consent of the Director of Residence Life and Student Affairs.
- 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.
- Furniture in residence hall/apartment rooms may not be removed or altered without prior permission of the Director of Residence Life and Student Affairs.
- Costs of labor and repair or replacement of damaged items is determined in conjunction with the Director of Facilities and based on the 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.

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 or 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 procedure established by the University and the Residence Life staff included in this contract, and in other official University publications such as the

Student Handbook 2013-2014 and assumed under this contract by reference. Such policies and procedures are available from the appropriate University office; Students are responsible for informing themselves of such policies and procedures.

- *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 the 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 6, 2013). Visitation is only allowed with the consent of any and all roommates.
- *Fire Safety:* No candles and/or incense, decorative, religious, or otherwise, are permitted in student' 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.

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 Student Handbook that may be issued.

University Rights of Residence

The University reserves the right to take 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 with the terms of the agreement.

Right to Entry

The University reserves the right to enter any residence area, room or apartment for any of the following reason: Maintenance; inspection; repair; in cases of clear emergency; to assume compliance with federal, state, and local law 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 matter. 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 privacy disturbed.

Chatham University houses both graduate and undergraduate students in a mix of traditional residence halls and on-campus apartments. Our halls are rich in tradition and beauty, and our apartments offer a good balance of independent living and residence life amenities and services. All incoming undergraduate residential students complete a Roommate Survey once they are accepted to the University. The Office of Residence Life matches roommates according to their sleep & study habits and co-curricular interests.

- *Graduate Resident Director (GRD)*: there are four GRD's in the residence halls and apartments on campus. The GRD works as a supervisor to Resident Assistants, counselor, and manager and serves as a resource and role model to students.
- *Resident Assistant (RA)*: RA's serve as a community developer in the residence halls, striving to create a living-learning environment which supports academic achievements, and promotes personal development. The RA serves are a resource person, programmer, peer educator, manager, and a role model and is responsible for promoting the general welfare of all residence hall students. Applications to become an RA are available late in the fall term. Students are required to successfully complete the SDE-138 class, maintain a 2.5 GPA and successfully participate in a group and individual interview in the spring.

For detailed information on housing and residence life policies and procedures, please visit www.chatham.edu/campuslife/osa/residencelife.

Campus Directory

Academic Affairs	412-365-1157
Administration and Finance.	412-365-1105
Admissions	412-365-1290
Athletics & Fitness Center (AFC) Front Desk	412-365-1519
AFC, Intramurals, & Outdoor Recreation	412-365-1625
AFC Pool	412-365-2495
Alumni Relations	412-365-1256
Athletics	412-365-1625
Babysitting Referral Service.	412-365-1507
Bookstore	412-365-1661
Business Office	412-365-1229
Café Rachel.	412-365-1124
Campus Police	412-365-1111
Career Development.	412-365-1209
Center for the Study of Conflict.	412-365-2924
Center for Women’s Entrepreneurship.	412-365-1253
Chatham College for Women	412-365-2467
Chatham College for Women Student Government	412-365-1261
College for Continuing and Professional Studies	412-365-1271
College for Graduate Studies	412-365-1711
Communiqué (Student Newspaper).	412-365-1622
Community Programs	412-365-1148
Continuing Education	412-365-1147
Copy Center (Ricoh)	412-365-1108
Counseling Services	412-365-1282
Dean of Students	412-365-1286
Dining Services.	412-365-1659
Facilities Management	412-365-1273
Falk School of Sustainability	412-365-2705
Fickes Hall Front Desk.	412-365-1531
Financial Aid	412-365-2797
Global Focus	412-365-2924
Health Services	412-365-1714

Howe-Childs Gate House	412-365-2906
Human Resources	412-365-1847
Information Technology	412-365-1112
International Affairs	412-365-2714
JKM Library	412-365-1670
Laughlin House Front Desk	412-365-1441
Office of Sustainability	412-365-1686
PACE Center	412-365-1660
Payroll	412-365-1603
Pennsylvania Center for Women and Politics	412-365-1878
Post Office	412-365-1270
Presidents Office	412-365-1160
Public Safety	412-365-1230
Rachel Carson Institute	412-365-1637
Rea House Front Desk	412-365-1471
Regional Women’s Initiative	412-365-2986
Registrar	412-365-2797
Residence Life	412-365-1518
Student Accounts	412-365-2797
Student Affairs	412-365-1281
Student Affairs and Dean of Students	412-365-1286
Theatre (Eddy)	412-365-1240
Transcripts	412-365-2963
Tutoring	412-365-1523
University Advancement	412-365-1514
University Marketing and Communications	412-365-1140
Woodland Hall Front Desk	412-365-1234



Shadyside Campus:
Woodland Road

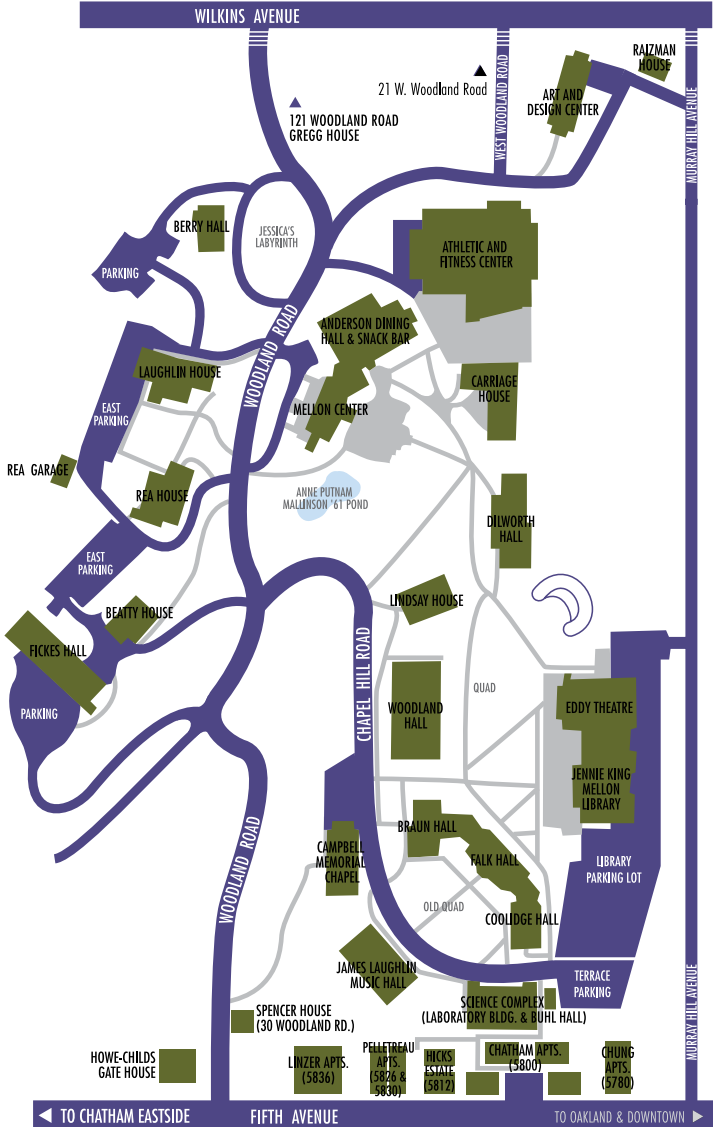


Shadyside Campus:
Chatham Eastside

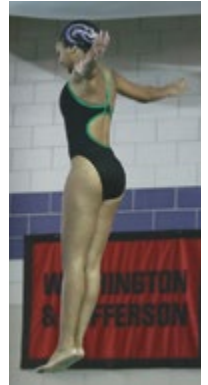
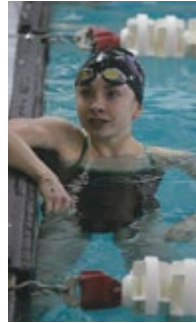


Eden Hall Campus

Chatham University Shadyside Campus: Woodland Road Map



HABER APTS.
(5801-3)
DUPLEX ON
MARYLAND
(929 & 931)



SUPPORT our athletes!