
OUR MISSION

Our passion is teaching and learning. We develop professional competence, provide opportunity for personal growth, and foster interpersonal effectiveness. Students succeed because our university community engages and supports them.



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Name: _____ Phone #: _____

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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

The *Argosy University, Hawai'i Student Handbook* is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The Handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand.

The Argosy University, Hawai'i Student Handbook incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Regulations and procedures found in these documents are considered to be a part of this Handbook. Make sure to reference your Academic Catalog.

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Hawai'i reserves the right to change the policies contained within this Handbook from time to time. Accordingly, although, notice is not required for a new policy to take effect, Argosy University, Hawai'i will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the University administration. Students are responsible for making themselves aware of any changes.

WELCOME FROM THE CAMPUS PRESIDENT

I welcome you to a new academic year. There are many disruptive forces in the world we live in. At the same time there are constants that provide foundation and balance. Education is a foundational piece. As we learn correct principles, proven methods and increase our ability to find accurate information, we can make better decisions and are able to be of more benefit to our community. Attending school here at Argosy University, Hawai'i is a process of acquiring knowledge to enrich our own lives and at the same time empowering ourselves to help others in the larger community. It is about taking the knowledge that we have been given and then reaching out to make a difference in the lives of others. During this year, I look forward to our campus becoming more involved in community events and developing deeper relationships with individuals and organizations where we can provide service.

Since its inception, the goal of Argosy University, Hawai'i has been to provide the people of the Pacific Basin with a practical, applied education that met their often unique needs. Reflecting the region's diversity in its student body, we are dedicated to social issues, social justice, and human difference and we have made these themes the focus of our programs. Our commitment remains stronger than ever to successfully prepare professionals to work with diverse, marginalized, and underserved populations across Hawai'i and the world.

As an academic community we hold to the following values:

- We embrace the diversity of our students, employees, and communities.
- We believe in excellence by providing exemplary educational experiences for our students.
- We believe that our reputation is derived from the quality and integrity of our programs, employees, and students.
- We value each student as an individual whose academic potential can be fully developed.
- We value our professional colleagues and seek to promote integrity, respect, and understanding in all our endeavors.
- We are committed to creating an environment where students, faculty, and staff continue to develop and grow professionally and personally.

There are disruptive forces in the world; there are also problems we face individually. I encourage you to keep life in perspective. Enjoy learning, enjoy the beautiful surroundings in which we live and enjoy the associations here at school. Take time to be thankful for your family, friends, health, wellness and the progress you are making towards a major life goal.

Sincerely,

Warren D. Evans, PhD
Campus President
Argosy University, Hawai'i

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

Main Campus

Location: Bishop Square is an office complex with 24-hour security, and secure parking.

Argosy University, Hawai'i
1001 Bishop Street Suite 400
Honolulu, Hawai'i, 96813

Campus Hours of Operation: Monday – Sunday 8:30 am – 9:30 pm

The main doors on the first floor of the American Savings Bank Tower are closed on Saturday at 2:00 pm and all day Sunday and on published holidays. Students can gain access to the campus through the building parking garage with their student ID/Building access card during times when the main doors are closed. All students and guests are expected to vacate campus premises by 9:30 pm.

Offices: Administrative and faculty offices include all core faculty, campus administrators, and administrative assistants.

Library: The library has book and journal collections, study areas, computers, IT links to Internet and campus resources, a copy machine, and storage for equipment.

Library Hours:

Monday – Thursday	9:00am – 9:00pm
Friday	9:00am – 6:30pm
Saturday	9:00am – 8:00pm
Sunday	12:00pm – 6:00pm

Computer Lab: The computer lab has computers with IT links to Internet and campus resources, and a printer. Wireless internet access is also available to students with laptops and wireless cards at the Hawai'i Campus.

Student Lounge: The student lounge includes vending machines, telephone, tables and couches, microwave, refrigerator and bulletin boards.

DEGREE SITES AND COURSE LOCATIONS:

Maui Location

270 Hookahi St. Ste 309
Wailuku, HI 96793

Hilo Location

Hilo Ironworks Building
1266 Kamehameha Hwy, Ste A-7
Hilo, HI 96720

Guam Course Location:

Guam Community College
1 Sesame St.
Mangilao, GU 96929

Saipan Course Location:

Northern Marianas College
Fina Sisu Lane
Saipan, MP 96950

Mailing Address:

P.O. Box 23069 GMF
Barrigada, Guam 96921

Mailing Address:

P.O. Box 501250
Saipan, MP 96950

Hours of Operation: The Hilo satellite location, Maui satellite location, Guam course location and Saipan course location are in operation only when class is in session. If assistance is needed, students should call the main office in Honolulu at 888-323-2777(Toll free).

PARKING AND TRANSPORTATION

Parking: At specified times, Argosy University, Hawai'i will validate student parking in the Bishop Square Parking Garage next to the campus building for \$1. In order to receive parking validation, students must enter the parking garage after 2:15 pm Mondays through Fridays and all day on Saturdays and Sundays and present a valid student ID. Students may also obtain a listing of available parking garages downtown in the Student Services Office.

Student Discount Bus Pass: The main campus of Argosy University, Hawai'i is centrally located close to bus lines in downtown Honolulu. Students may purchase discounted "U-Pass" buss stickers from the Student Finance Department valid for 5 months.

ADMINISTRATION CONTACT INFORMATION

Telephone: 808.536.5555 **Toll Free:** 888.323.2777

Fax: 808.536.5505

Administrative Office Hours:

Monday – Friday 8:30 am to 5:30 pm

Admissions Department Office Hours:

Monday – Thursday 8:30 am to 8:00 pm

Fridays 8:00 am to 5:00 pm

Saturdays 9:00 am to 1:00 pm

Receptionist Desk Office Hours:

Monday – Thursday 8:30 am to 8:00 pm

Student Services Department Office Hours:

Monday – Thursday 8:00 am to 6:00 pm

Friday 8:00 am to 5:30 pm

2nd and 4th Saturday of the month 9:00 am to 1:00 pm

Student Resource Center Office Hours:

Monday – Thursday 10:00 am to 8:00 pm

Friday 10:00 am to 6:00 pm

Saturday by appointment only

Library Hours: Telephone: 808.791.5216

Monday-Thursday 9:00 am – 9:00 pm

Friday 9:00 am – 6:30 pm

Saturday 9:00 am – 8:00 pm

Sunday 12:00 pm – 6:00 pm

WEBSITES AND PUBLICATIONS

Argosy University Websites

Student Portal

<https://mycampus.argosy.edu>

- Online Registration
- Web payment
- View holds, registration times, status
- Verify/update personal information
- Access to Student Email
- Access to Student Email Forwarding Manager
- All official campus information sent to Student Email

Argosy University Campus Website

www.auhawaii.net

- Registration Bulletins/Course changes
- Administrative Forms, e.g. for transcripts
- Current Academic Catalog

Username and password are required

Campus Clean Access

- To use campus wireless internet

Username and password are the same as student portal log in information.

MBS Books

- View and Purchase textbooks

<http://direct.mbsbooks.com/argosy.htm>

Please see section titled “Online Course Information” for online courses

Argosy University, Hawai`i Library Webpage

www.auhawaii.net/library

Argosy University, Hawai`i Campus Newsletter, the “Mo`olelo”

Argosy University, Hawai`i publishes a newsletter to promote events, student activities, student achievements, and enhance communication. These publications also enable students to practice their journalistic and leadership skills. Students interested in submitting an article for the newsletter should leave it with the receptionist or after hours in the night depository next to the reception desk. Please be sure to include contact information in case more information or clarification is needed.

EMERGENCY PROCEDURES AND CLOSINGS

Emergency Information: It is important that you be prepared for the unlikely event of an emergency situation at Argosy University, Hawai`i. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. For further information regarding emergency procedures not contained within the student handbook, please consult the **Argosy University Emergency Procedures Guide for Students**.

Preparing For a Fire Emergency: Regular evacuation drills are held on the main campus in Honolulu. It is required that you participate and cooperate with staff members conducting the evacuation. All students are urged to acquaint themselves with the location of fire exits, fire alarm switches, fire escapes, and available fire extinguishers. In case of fire, call the emergency operator (911 or 9-911 from a campus phone) immediately. Give the operator the precise location of the fire and s/he will alert the fire department. The following guidelines should help you with your planning:

- Remain calm.
- Follow any and all directions from Argosy University, Hawai`i faculty and staff members or emergency personnel.
- Know the procedures for a fire drill or evacuation as posted on each floor.
- Be aware of at least two paths to safety.

- Identify the location of the emergency fire stairway. Its located down at the end of the hallway, where the men's restroom is located. Before entering the stairway, check to determine that it is safe.
- If you cannot find a safe exit route, go to the nearest window and signal for assistance. If possible, contact emergency personnel (911 or 9-911 from a campus phone) and let them know you are still inside the building and give them a description of your location.
- Persons with physical disabilities which prevent them from evacuating safely should wait in the emergency fire stairway for assistance from emergency personnel.
- Do not use the elevators.
- If smoke is present, stay low and, if possible, cover your nose and mouth with a wet cloth.
- Once you have evacuated the building, proceed to Argosy University, Hawai'i's emergency evacuation point at Iolani Palace.
- Do not attempt to re-enter the building until authorized to do so by emergency personnel or Argosy University, Hawai'i officials.

Medical Emergency: If suspect that anyone has been injured or may be seriously ill while on campus, immediately notify an Argosy University, Hawai'i faculty or staff member and then call 911 (9-911 from a campus phone).

Emergency medical assistance will be provided for any person who requests or demonstrates a need for medical attention. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Emergency Communication and Contact Numbers:

Police: To summon the police, call 911 (9-911 from a campus phone) and the operator will alert the police department.

24-Hour Building Security: Security personnel may be reached by calling (544.0177).

Escort Service: If, at any time, you are uncomfortable going from campus to your car, Security personnel are available to provide an escort service to assist you. To activate this service, you may contact the security office at (544.0177)

Reporting Health or Safety Hazards: Emergency situations that require immediate attention should be directed to 911 emergency services.

Weather Emergency: Notice of campus closures, due to weather emergencies, will be posted on the Student Portal website (<https://mycampus.argosy.edu>), communicated on the main campus voicemail (808.536.5555), as well as announced via local radio stations.

Radio Stations on Oahu:

88.1 KHPR
93.1 KQMQ
96.3 KRTR
590 KSSK (AM)

Radio Stations on the Big Island:

97.1 KNWB
103.7 KNUQ
106.9 KWYI
620 KIPA (AM)

Incident Reports: A complete report of every incident, no matter how minor, should be made to the director of Student Services (808.536.5555, extension 5258) or the campus Administrative Assistant/Receptionist (808.536.5555) within 48 hours. The following information will be required: time and place of incident, how incident occurred, names and addresses of persons involved/injured, description of the injuries, property damage (if any) to the person(s) and/or school, and names and addresses of witnesses.

IDS/ACCESS CARDS

All students are issued a student ID and building access card at the time of new student orientation. For safety and security reasons, while on campus students are required to have their student ID cards at all times. ID and access cards are also required to access the campus after hours and for bathroom entry on the main campus in Honolulu. Lost or stolen ID cards may be replaced for a fee of \$10. Replacement may be obtained through the Student Services office.

VISITOR AND CHILDREN POLICY

For reasons of safety and to ensure an appropriate educational environment, children and guests are not permitted in classrooms, computer lab, or the library. While on campus property, all guests or children must be accompanied by a student at all times. It is the responsibility of the student to ensure that his/her guest(s) follows all University regulations. Guests who are disruptive or violate the University regulations may be asked to leave.

SMOKING POLICY

Argosy University, Hawai'i provides a non-smoking work and study environment. Smoking is not permitted anywhere on the campus.

ANIMALS ON CAMPUS

For reasons of health and safety, students are generally not permitted to bring animals on campus or to class at any time. However, the use of service animals may be permitted (see policy on service animals). Students violating this rule may be asked to remove the animal from the premises.

ARGOSY UNIVERSITY PROPERTY

Any Argosy University, Hawai'i books or equipment checked out are the responsibility of the student. With the use of college equipment and technology comes responsibility. It is your responsibility to know and follow the rules, regulations, and procedures for appropriate use of all college equipment and technology. The rules, regulations, and procedures are posted on the student intranet, in the library and throughout the computer lab. In case material is lost or damaged, the student will be charged for the cost of repair or replacement at Argosy University, Hawai'i's discretion.

PERSONAL PROPERTY

Argosy University, Hawai'i is not responsible for the loss or damage of any student's personal property. Students are encouraged to take measures to safeguard property including placing your name and student number on valuable items and not leaving personal items unattended.

SOLICITATION ON CAMPUS

Solicitation is prohibited on the campus of Argosy University, Hawai'i. The following specific activities are expressly prohibited:

- Conducting a private enterprise whether legal or illegal
- Promotion and/or advertisement of a private enterprise or event.

POSTERS, FLYERS, AND BANNERS

Argosy University, Hawai'i provides bulletin boards for student use in several areas. Students may place posters and flyers which are in good taste on these bulletin boards with approval from the Student Services Department. Posters and signs may not be affixed to walls, doors, elevators, or other places not intended for their display.

PORTABLE TELECOMMUNICATION DEVICES

Argosy University, Hawai'i is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, Argosy University, Hawai'i prohibits the use of portable telecommunication devices (cellular telephones, pagers, beepers, radios, etc.) in classrooms during class meetings and during comprehensive exams. Such devices should be turned off or silenced prior to class periods to prevent disruptions during class time. Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and disciplinary action.

ACCEPTABLE USE OF TECHNOLOGY

Argosy University, Hawai'i is dedicated to providing a safe, reliable and robust information technology infrastructure for faculty, staff and students. In doing so, there are some general expectations of acceptable use of the computing systems located or connected to the University in order to ensure that the computing systems maintain their highest level of efficiency and reliability. Many University functions rely heavily on the accessibility of computing systems and the University must take every reasonable action to protect them.

Policy: Use of University computing resources, including network resources, user accounts, data storage media, printers, and software for computing activities other than those authorized by the University is strictly prohibited. Violators are subject to suspension, expulsion, and / or civil and criminal prosecution.

The following are examples of misuse of computing resources:

1. Unauthorized duplication, distribution or alteration of any licensed software. This includes software licensed by the University and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, or attempting to disrupt the normal operation of any computing resource or network at Argosy University, Hawai'i or anywhere else on the Internet.
3. Attempting to use another student's or employee's computer account or data, without their permission.
4. Using the University electronic email system to attack other computer systems.
5. Sending harassing, obscene or other threatening electronic mail.
6. Sending, without official University authorization, "for-profit" messages, chain letters or other unsolicited "junk" mail.
7. Knowingly infecting any computing resource with a software virus.
8. Tampering with the University computer network or building wiring or installing any type of electronic equipment or software.
9. Using University computing or network resources for illegal activities such as theft, fraud, copyright infringement, piracy (e.g., sound or video recording), or distribution of child pornography or obscenities.
10. Theft of or intentional damage to computers and other related equipment belonging to others students or the University.

STUDENT PORTAL

All students have a user name and password that grants access to their portal account. The portal provides students the opportunity to check their email, register for classes, make a payment, upload their resume and so much more. For more information or questions regarding the portal, please contact the Student Services office.

ARGOSY UNIVERSITY EMAIL

All Argosy University, Hawai'i students are assigned a student e-mail account that will remain active for the course of the student's enrollment. All email communications will be sent to your argosy.edu address. You will have the ability to forward mail to any personal account. You may access this account through the current student portal system.

Argosy University, Hawai'i student e-mail accounts are managed through an outside vendor. If you require assistance please contact Student Services. It is also important to be aware that disabled Student Portal accounts due to student dismissal or withdrawal from a program will result in deactivation of your student email account.

SECTION THREE

LIBRARY AND TEXTBOOKS

LIBRARY

Overview

The Argosy University, Hawai'i library houses a special collection directly related to academic programming. Subject areas include psychology and the behavioral sciences, education, and business, with a special emphasis on resources that are relevant to diversity issues. The collection is comprised of a variety of media including books, journals, videos, psychological assessment instruments, CRPs, Dissertations, and A/V equipment. Electronic services are also made available to the school community.

The library is open seven days a week:

Monday-Thursday	9:00am-9:00pm
Friday	9:00am-6:30pm
Saturday	9:00am-8:00pm
Sunday	12:00pm-6:00pm

Electronic Services

The library web site <http://www.auhawaii.net/library> provides a gateway to electronic services for the Argosy University, Hawai'i Campus community. Students can access the Argosy University, Hawai'i library catalog, a variety of databases, an information literacy tutorial, as well as other helpful links.

The library currently subscribes to databases that include full-text journal access via the following portals: EBSCO and LIRN (Library and Information Resources Net).

EBSCO^{host} databases include: PsycINFO, Psychology and the Behavioral Sciences, PsycARTICLES, PsycEXTRA, Academic Search Premier, SocIndex with Full-text, and Business Source Premier.

LIRN (Library and Information Resources Net) includes PROQUEST databases: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Proquest Psychology Journals, Proquest Research Library that includes a variety of multidisciplinary modules; INFOTRAC Databases: Business and Company Resource Center, Computer Database, Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resource Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resource Center, Infotrac Onefile, and Student Resource Center; as well as Electric Library.

In addition to these databases, the Argosy University, Hawai'i Library system provides access to over 50,000 electronic books in a variety of subjects via Ebrary and Net Library. Students can access these books through the Argosy University, Hawai'i Library catalog or via the Net Library web site.

Local online resources include the University of Hawai'i Library Catalog, the Hawai'i Medical Library Catalog, and the Hawai'i State Public Library Catalog. Free databases include ERIC, a database supported by the National Library of Education, and PubMed (MedLine access), a database supported by the National Library of Medicine.

Training on all electronic resources is made available individually by appointment or during scheduled seminars.

General Library Services

Circulation Policy: Books and videos are available for check-out, except for reference and reserve materials. Journals, dissertations, reference, and reserve materials are available for library use only. The loan period for books is four weeks; for videos, testing materials, and A/V equipment, three days. Renewals are welcomed.

Argosy University Inter-Campus Loan: The library provides a free interlibrary loan service with all Argosy University campuses.

OCLC Interlibrary Loan: The library provides a subsidized interlibrary loan service with over 4000 academic libraries nationwide that are a part of a consortium made up of more than 91,000 libraries worldwide. Students may borrow books, request journal articles, and video titles, offered at a \$2 charge.

University of Hawai`i Community Card: The library will reimburse any enrolled student who purchases a community card with the University of Hawai`i Library system. The University of Hawai`i houses the largest academic library in the Pacific region, containing over 2 million volumes.

TEXTBOOK AND COURSE MATERIALS

Textbooks are available from the Argosy University Virtual Bookstore, MBS Direct. Conveniently located online, students can access reading lists for individual courses every semester. Students have the option of ordering online, contacting the bookstore by phone or placing an order via fax. Brochures are available from the Student Services Department; however students are not required to purchase textbooks from MBS Direct.

Electronic Books

Some programs will utilize an electronic book(s). Once registered for a course, students will gain access to their electronic book three days prior to the course start and through the online platform. Students will also have the option to purchase a hard copy of the textbook through a third party at their own expense.

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

The Student Services Department works in partnership with the faculty, academic advisors and students to foster an intellectual, cultural, and social environment that maximizes student potential, addresses diversity issues, and enhances the educational efforts of the University.

Faculty Advisors (MA in Clinical Psychology and PsyD in Clinical Psychology Degree Programs):

Faculty advisors are assigned for consultation on student professional development, academic/training progress and other school/professional issues. In the first year of the clinical program, students are required to enroll in a Professionalization Group that meets every week for the academic years. The leader of this class serves as those students' academic advisor. Once a doctoral student obtains a chair for their Clinical Research Project, this faculty member becomes their advisor through graduation.

To Change Your Assigned Faculty Advisor: Clinical psychology students may initiate a request for a change of advisor only after completing one full academic year. If a student wishes to change advisors, he or she should discuss this with the current advisor and the prospective advisor. If all parties agree to the change, the student must then obtain, complete, and return a Change of Advisor form to the Student Services Department with signatures from the student, the original advisor, and the new advisor. Final approval for any change in advisors is granted by the program chair.

Faculty Advisors: The program chairs and program coordinators serve as the academic advisor for the following programs:

- Business Administration
- Counseling Psychology
- Counselor Education & Supervision
- Education
- Forensic Psychology
- Management
- Marriage & Family Therapy
- Organizational Leadership
- Psychopharmacology
- Public Administration
- School Psychology
- Undergraduate programs

TRANSCRIPTS

Requests for transcripts are made to the Student Services Department via the Release of Information/Transcript Request form. The Family Educational Rights and Privacy Act of 1974 requires written consent of the student or former student permitting the school to disclose his or her educational records. Accordingly, all transcript requests must be submitted in writing and to be signed by the former or current student. For the full FERPA policy, please refer to the Argosy University Academic Catalog. Transcript Request forms may be mailed, faxed, or dropped off to the Student Services Department. Telephone and e-mail requests for transcripts will not be accepted. Transcripts will be released only upon completion of all outstanding academic and/or financial obligations to the school. Students should allow ten business days for processing. Please allow four to six weeks after verification of degree requirement completion to process transcripts with graduation degree conferrals.

Other Requests for Information:

Enrollment Verification Requests: Students may obtain a letter from the Student Services Department verifying their enrollment as documentation for insurance, loan deferments, or other purposes. Requests for enrollment verification are made to the Student Services Department via the Release of Information form.

Letters of Recommendation: Students may obtain a letter of recommendation from a faculty member or department chair. Students may obtain a request form through the Student Services Department. Request forms should be submitted to the respective faculty member or program chair.

REGISTRATION

Open registration periods are announced by the Student Services department along with the release of a registration bulletin at three points in the year. During registration periods students may register online at <https://mycampus.argosy.edu>. Course add/drop capabilities are available up until midnight on the eve of the semester start date.

Students intending to enroll for a given term must register during the published registration period and complete plans for payment of tuition and fees according to the tuition payment policy and published payment deadlines.

Course Schedules and Registration Bulletins: Argosy University, Hawai'i produces a registration bulletin and schedule of courses once per semester. Students are notified of the registration period through student e-mail and the Argosy University, Hawai'i website. The Student Services department will make every effort to notify students of upcoming registration periods in a timely manner, however it is each student's responsibility to familiarize himself/herself with the published registration schedule and to make arrangements for timely registration and tuition payment. Students who do not register during the designated registration periods will be assessed a late registration fee or risk administrative withdrawal from their academic program.

Priority of Registration (Graduate Clinical Psychology Students Only): Courses are limited in size and registration priorities have been set up to determine the order of processing. Care will be taken to ensure that the priority system is fair to all students and allows registration to proceed efficiently. Argosy University, Hawai'i establishes a course registration priority system based upon the student's total number of earned credits. Students may only register on or after the time indicated on the priority schedule. Students who fail to register on the designated priority day forfeit their priority status. Priority registration dates are published in the Registration Bulletin.

Registration Deadlines: Late registration deadlines for continuing students occur three weeks after the start of registration. Payment deadlines are the 15th of the month preceding the start. See specific dates below.

Fall 2010 Registration

Priority Week	June 18 - 22, 2010
Late Registration Deadline	July 15, 2010
Payment Deadline	August 15 2010
Fall 2010 Start	September 7, 2010
Fall 10 Drop/Add Period	September 7 - 17, 2010

Spring 2011 Registration

Priority Week	October 15 - 19, 2010
Late Registration Deadline	November 11, 2010
Payment Deadline	December 15, 2010
Spring 2011 Start	January 10, 2011
Spring 2011 Drop/Add Period	January 11 - 21, 2011

Summer 2011 Registration

Priority Week	February 18 - 22, 2011
Late Registration Deadline	March 18, 2011
Payment Deadline	April 15, 2011
Summer 2011 Start	May 9, 2011
Summer 2011 Drop/Add Period	May 9 - 21, 2011

Payment deadlines define the last date that registered students not receiving financial aid can make a 25% payment towards tuition and fee costs. For midterm starts where there is not a defined registration period, the payment deadline is two weeks prior to the start of the session. Students not receiving financial aid who have not made a payment by the payment deadline will be dropped from all current and upcoming registered courses. Students who are not registered at the start of each term or approved for an official leave of absence will be withdrawn from the University. For continuing students, a late registration fee of \$50 will be charged to students submitting initial registration after the published late registration deadline. Students will be allowed to add/drop after this date without penalty through the end of the add/drop period.

Registration After the Semester Starts: Registration will be allowed with the permission of the Registrar, provided that the courses have not been closed to additional enrollment. Students will not be allowed to add a course after 1 class meeting for a 7.5-week course or 2 class meetings for a 15-week course. A \$50 late fee is assessed to any student who registers after the registration deadline. Students may not add a course after the drop/add deadline established.

Add/Drop Deadlines: Students already registered may add a class during the registration period via the Student Portal up to a day before the start of the semester. Students will not be able to add a given class to their schedule if the course is closed or has met once for a 7.5-week course or twice for a 15-week course, and students should not approach a faculty member for permission to join a closed class. The University does not accept schedule changes by telephone or e-mail.

The Student Services Department strongly urges all students to complete their entire course schedule during the official registration period. Most courses are closed by the end of that period. Students who want to drop a class after the start of the semester may do so by submitting a signed and dated Add/Drop Request Form to the Registrar. Add/Drop forms must be approved by the student's academic advisor and Student Finance prior to submitting it to the Registrar. Incomplete forms will not be processed and will be returned to the student. If the course has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings.

All requests received on or after the first day of the session will be charged a \$50 add/drop fee. This does not include students dropping a course to take a temporary withdrawal or to withdraw from the institution.

Students dropping a class must provide official notification to the Registrar by completing an ADD/DROP Form. Students officially dropping all classes in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in the academic catalog.

Course Availability/Cancellation: While the University makes every effort to provide sufficient course sections for students, Argosy University, Hawai'i reserves the right to cancel any course. Students enrolled in canceled courses will be granted a full refund and will be allowed to add an available course.

Automatic Registration: Automatic registration is available to students who must be continually enrolled in a course that does not require them to be on campus. Automatic registration may only be used with the signed permission of the student, academic advisor, and instructor. It may not be used for any course that takes place on campus or online. Students will be automatically registered once an automatic registration form is submitted to the Registrar.

Grade Reporting: Final grades are made available online to students after the grades are received by the Registrar. Some programs may require evaluative forms that provide faculty feedback and commentary on a student's personal and professional development. Evaluative forms are provided to students via US mail.

Information Changes

Students should maintain current information with the University at all times. Changes in name, address, phone number, and personal e-mail information can be submitted to the Registrar in writing or on the Argosy University Change of Information form. All change of name requests must be accompanied by a copy of a legal document, showing proof of the requested name change. Students may view their current contact information online via the Student Portal.

ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION FOR STUDENTS

Online Learning Platform	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
Accessing eCollege through the Argosy University Student Portal	<ol style="list-style-type: none"> 1. Go to the Argosy Student Portal at http://mycampus.argosy.edu and enter your Student Portal login and password; click the Login button. 2. On the portal homepage, look for the <i>My Classes</i> section on the right side of the screen. Click the course title link to access your online classroom directly or Click the red “Go to my classes” button locate your courses in the eCollege Course List. Click the blue title link to enter the course. <p>You will have access to your courses 3-days before the first day of a session.</p>
eCollege Technical requirements	<ol style="list-style-type: none"> 1. Go to http://myclassonline.com; click “NO” on the pop up window 2. Click “Technical Requirements”; click “NO” on the pop up window
eCollege Student Orientation Course	It is highly recommended that you complete an eCollege tutorial before starting courses. To access the tutorial, click on the red “Go to my classes” button in the student portal 2 weeks before the session starts. This orientation course will remain in your account until you complete your program.
Participation	You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.
Textbooks	<p>If your course is using an eBook, the link to your book will be available in your eCollege course.</p> <p>If your course is using a printed textbook, your book will be available at the MBS Direct online bookstore: http://direct.mbsbooks.com/argosy.htm</p>
Online Classroom Support	<ul style="list-style-type: none"> • Contact the Student Technical Help Desk for support using the Student Portal, online eCollege classroom, Argosy Digital Bookshelf and eBooks, or student email at 1.866.4.ARGOSY (1.866.427.4679) • Contact your instructor for questions about course requirements. • Contact your campus if you believe you are enrolled in the wrong class or section.

Updated: March 2010

STUDENT AFFAIRS

Services for Students with Disabilities:

Argosy University, Hawai'i provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Hawai'i.

Argosy University, Hawai'i is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the director of Student Services, telephone number 808.791.5258. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Health Insurance/Liability Insurance: All full time Argosy University, Hawai'i students who are taking 9 or more credit hours are eligible for a medical insurance plan administered through Administrative Concepts, Incorporated. In order to be accepted, students must enroll within 31 days of the effective date for the term applied. Additional information may be obtained in the Student Services Department or online by visiting: <https://secure.visit-aci.com/au>.

International students who attend Argosy University, Hawai'i are required to have adequate injury and sickness insurance. All international students must either purchase one of the insurance plans offered by NCUA for three consecutive semesters of study or complete a waiver form indicating that you have your own insurance that adequately covers you in the United States.

Student Evaluation/Surveys: Argosy University, Hawai'i is committed to providing excellence in all areas of academic and student services. To that end, the University assesses student satisfaction both in the classroom and in all departments. Students will be asked to complete a midterm and an end of term course evaluation in each course. This information will be used to make Improvements to academic programs and services. Additionally, the university utilizes the Noel Levitz Adult Student Priorities Survey to assess student satisfaction on an annual basis.

Graduation

Graduation Petition and Fee: All graduating students are required to complete a petition to graduate form with the required graduation fee by the 2nd week of the semester in which a student expects to be eligible for graduation. The petition is a request to conduct a "degree audit" to determine eligibility for the degree. Students who meet the graduation requirements of their academic program are eligible to participate in the next scheduled commencement. Petition to graduate forms are available on the Argosy University, Hawai'i website. Students are required to submit a petition and pay the required fee regardless of their participation in the yearly commencement ceremony. Degree conferrals are posted to student transcripts within six weeks of the last semester of registration.

Students will not receive a diploma, official transcripts or other official school documentation, until all library books are returned, and any outstanding tuition and fees or other indebtedness are paid.

Commencement Ceremony: Argosy University, Hawai'i holds a commencement ceremony in the Fall semester. The Student Services Department will announce the specific date, time and location of the ceremony via student e-mail and campus postings.

Student Government: The Student Government Association at Argosy University, Hawai'i is comprised of elected officers and representatives from each program. The primary purpose of the Student Government Association is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. The student government is also responsible for organizing social gatherings and events that promote the school's mission statement. The Student Government Association also assists with orientation, graduation and selecting student representation for University committees.

Student Activities: Special interest clubs at Argosy University, Hawai'i are governed by the Student Government Association and are representative of student interests across programs. Club meetings are posted around campus and announced in campus newsletters.

Student Finance

Argosy University Hawai'i scholarship (Argosy University Merit Award): Scholarship information is made available to new and continuing students in the summer semester prior to the start of each academic year. Scholarship requirements, award amounts and applications are communicated to students by e-mail, campus postings and on the university website. Inquiries should be directed to the director of Student Finance.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT AND CRIME STATISTICS

Argosy University, Hawai'i provides the Campus Security Report to all of its employees and students as part of the Argosy University, Hawai'i commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the Campus President, Dr. Warren Evans, at waevans@argosy.edu, or 808.791.5200. The Argosy University Hawai'i Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses may be coordinated by the director of Student Services once a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge and in the Student Services Department. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, the director of Student Services, the program chairs, the Executive Committee or other administrative officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Sexual Assault Hotline at 808.524.7273. It is open 24 hours a day and their counselors can help answer medical questions and provide emotional support at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, the Argosy University, Hawai'i Director of Student Services will assist in identifying off-campus counseling or mental health services. If the director of Student Services is not available, the manager of Operations and Administration should be contacted. Campus personnel receiving a report of a sex offense will file an incident report on behalf of the witness or victim. Upon request, campus personnel receiving a report of a sex offense will assist the victim in notifying the Honolulu Police Department.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University, Hawai'i personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the transfer of classes. A victim of a sex offense may request that his or her academic situation be changed. To make a request, the victim should contact the director of Student Services. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course adds will be accommodated. Requests for a leave of absence will also be accommodated. As Argosy University, Hawai'i does not offer housing, it cannot change a student's living situation.

Other rape crisis centers or off-campus counseling and mental health agencies available to assist a victim of sexual offenses include:

OAHU

Sex Abuse Treatment Center

Phone: 808.535.7600

Emergency Crisis Hotline (24-hour): 808.524.7273

55 Merchant Street, 22nd floor

Honolulu, HI 96813

Legal evidence collection and specialized medical examination available 24 hours a day. (Must be done within 72 hours of the assault.) No fee.

BIG ISLAND

Sexual Assault Services (24-hour)

Hilo: 197 Kinoole St, Hilo HI 96720

Phone: 808.935.3215 or

Hotline: 808.935.0677 (Island-wide)

Kona: 75-5759 Kuakini Hwy, Suite 103D

Kailua-Kona HI 96740

Phone: 808.334.1624

MAUI

Sexual Assault Crisis Center

P.O. Box 1237

Wailuku HI 96793

Phone: 808.242.4357

GUAM

Healing Hearts Crisis Center

790 Governor Carlos G. Camacho Road

Tamuning, GU 96911

Phone: 671.647.5351

Toll-free: 800.711.4826

SAIPAN

CNMI Department of Public Safety

Office of EMS/Rescue Section

P.O. Box 500791

Phone: 670.664.9135

The Student Services Department will assist a victim of a sex offense in locating resources within the community for counseling.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with the Argosy University published Student Conduct Policy. Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. The accused will have the right to appeal the committee's decision based upon due process or bias only. For this purpose, the outcome of a disciplinary proceeding means only the Argosy University, Hawai'i final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal and referral to law enforcement agencies for prosecution.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

In accordance with Chapter 846E, Hawai`i Revised Statutes information regarding sex offenders can be found on the Hawai`i Criminal Justice Data Center website at <http://sexoffenders.ehawaii.gov/sexoffender/welcome.html>. The site provides the following information about sex offenders to the public: name, prior names, aliases, photograph, residence address, personal vehicle(s) driven, street name of employment, college/university affiliation, and crime for which convicted.

Hilo Police Department

349 Kapiolani Street
Hilo, Hawai`i 96720
808.935.3311
www.hawaiipolice.com

Guam Police Department

233 Central Avenue
Tiyán, Guam 96912
671.472.8911
www.gpd.guam.gov

Honolulu Police Department

801 South Beretania Street
Honolulu, HI 96813
808.529.3111
www.honolulu.police.org

Saipan Police Department

CNMI Department of Public Safety
Jose M. Sablan Bldg, P.O. Box 500791
Civil Center, Susupe, Saipan, MP 96950
670.664.9001
www.dps.gov.mp

Maui Police Department

55 Mahalani Street
Wailuku, Hawai`i 96793
808.244.6300
<http://www.mauicounty.gov/index.asp?NID=122>

DRUG FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of Argosy University, Hawai`i or in facilities controlled by Argosy University, Hawai`i are prohibited by college regulations and are incompatible with the Argosy University, Hawai`i goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects of Drugs and Alcohol: Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of Argosy University, Hawai`i and the requirements of state and federal law, Argosy University, Hawai`i has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated with the Use of Alcohol:

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males-testicular atrophy and breast enlargement
- In females-increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs:

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users
- Intravenous Drug Use
- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Argosy University Hawai'i Sanctions: Argosy University, Hawai'i, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Argosy University, Hawai'i will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of Argosy University, Hawai'i standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

DETRIMENTAL DRUG: Schedule V (includes marijuana)		
SENTENCE & FINE	1ST DEGREE: CLASS C FELONY	2ND DEGREE: MISDEMEANOR
	5yrs and \$10,000 Possesses four hundred or more capsules or tablets containing one or more of the Schedule V substances; or Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of one ounce or more, containing one or more of the Schedule V substances; or Distributes fifty or more capsules or tablets containing one or more of the Schedule V substances; or	1 yr and \$2,000 Possesses fifty or more capsules or tablets containing one or more of the Schedule V substances; or Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of one-eighth ounce or more, containing one or more of the Schedule V substances; or Possesses one or more preparations, compounds, mixtures, or substances, of an aggregate weight of one ounce or more, containing any marijuana; or
	Distributes one or more preparations, compounds, mixtures, or substances of an aggregate weight of one-eighth ounce or more, containing one or more of the Schedule V substances; or Possesses one or more preparations, compounds, mixtures, or substances, of an aggregate weight of one ounce or more, containing any marijuana; or Distributes any marijuana or any Schedule V substance in any amount.	3RD DEGREE: PETTY MISDEMEANOR up to 30 days and up to \$1000 A person commits the offense of promoting a detrimental drug in the third degree if the person knowingly possesses any marijuana or any Schedule V substance in any amount.
OFFENSE	Distributes one or more preparations, compounds, mixtures, or substances of an aggregate weight of one-eighth ounce or more, containing one or more of the Schedule V substances; or Possesses one or more preparations, compounds, mixtures, or substances of an aggregate weight of one pound or more, containing any marijuana; or Distributes one or more preparations, compounds, mixtures, or substances of an aggregate weight of one ounce or more, containing any marijuana; or Possesses, cultivates, or has under the person's control twenty-five or more marijuana plants; or Sells or barter any marijuana or any Schedule V substance in any amount.	

Mandatory sentences and fines increase in proportion to quantity.

Driving under the influence of alcohol carries the following penalties:

First Conviction: Forty-hour minimum alcohol abuse rehabilitation program. Suspension of license for ninety days. Fine of not less than \$150 but not more than \$1,000 and/or not less than forty-eight hours of imprisonment and not more than five days of imprisonment and/or seventy-two hours of community service.

Second Conviction: Suspension of license for a period of one year. Not less than one hundred hours of community service work or not less than forty-eight hours but not more than fourteen days of imprisonment of which at least forty-eight hours shall be served consecutively. A fine of not less than \$500 but not more than \$1,500.

Third Conviction: Revocation of license for a period not less than one year but not more than five years. Not less than ten days but not more than thirty days imprisonment of which at least forty eight hours shall be served consecutively. A fine of not less than \$500 but not more than \$2,500.

Driving under the influence of drugs carries the following penalties:

First Conviction: Forty hour minimum drug abuse rehabilitation program. Suspension of license for ninety days. Fine of not less than \$150 but not more than \$1,000 and/or not less than forty-eight hours of imprisonment and/or seventy-two hours of community service.

Second Conviction: Suspension of license for a period of one year. Not less than eighty hours of community service work or not less than forty-eight hours of imprisonment. A fine of not less than \$500 but not more than \$1,000.

Third Conviction: Revocation of license for a period not less than one year but not more than five years. Not less than ten days but not more than one hundred eighty days imprisonment. A fine of not less than \$500 but not more than \$1,000.

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Hawai'i law. Criminal penalty for purchasing or furnishing alcohol for a minor is up to 1 year in prison and a fine up to \$2000. Criminal penalty for purchase or possession of alcohol by a minor is up to 30 days in prison and a fine up to \$1000. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Hawai'i law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both.

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

Convictions for Drug-Related Offenses: Any student convicted of any drug-related criminal statute must notify the director of Student Services, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University, Hawai'i need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem: Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

Counseling: If you observe any of these changes in yourself or another student, you are encouraged to talk with your advisor or the director of Student Services.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The director of Student Services can refer you to one that meets your needs.

Area Resources

There are also organizations that may be contacted for help.

OAHU:

Hina Mauka Recovery Center

45-845 Po'okela Street
Kaneohe, HI 96744
808.236.2600

Queen's Medical Center

1301 Punchbowl Street
Honolulu, HI 96813
808.538.9011

Kū Aloha Ola Mau

Formerly Drug Addiction

Services of Hawaii, Inc. (DASH)

1130 North Nimitz Hwy., Suite C-302
Honolulu, HI 96817
808.538.0704

Salvation Army

3624 Waokanaka Street
Honolulu, HI
808.595.6371

BIG ISLAND:

Big Island Substance Abuse Council

234 Waianuenue Avenue
Hilo, HI 96720
808.935.4927

Ohana Counseling Services, Inc.

56 Waianuenue Ave
Hilo, HI 96720
808.935.4412

MAUI:

Aloha House, Inc.

250 Waiehu Beach Road
Wailuku, HI 96793
808.242.9733
Crisis hotline: 800.753.6879

Alcoholics Anonymous

70 Central Avenue, #1
Wailuku, HI 96793
808.244.9673

The National Institute on Drug Abuse Hotline (1.800.662.4357) provides treatment referrals.

A list of emergency and sliding-fee scale resources is available from the Student Services Department.

APPENDIX I

PROGRAM CHAIRS AND FACULTY

PROGRAM CHAIRS

Kristine Lesperance, PhD, *Gonzaga University*, is the Program Chair, Education Programs. The former Chair of Graduate Business and Organizational Leadership, Dr. Lesperance facilitates graduate education programs on Oahu, Guam, and Saipan. Her academic interests include organizational change and reform, specifically in the area of leadership. With fourteen years experience in K-12 public education, and over eight years experience in higher education, Dr. Lesperance is intrigued by the challenge involved in sustaining caregivers (educators) during change and reform, as well as fostering healthy change in institutions. She is personally devoted to building local capacity whenever and wherever possible.

Joy Quick, MA, MFT, is the Interim Program Chair and Director of Training, Marriage & Family Therapy. Ms. Quick earned her Master's in Sociology with a specialization in Marriage and Family Therapy from *East Carolina University* in 1975. She joined the Argosy University, Hawai'i Marriage & Family Therapy Department in August, 2009, after completing a 24 year career with The Salvation Army Addiction Treatment Services and serving as the Clinical Director since 1992. In October, she was named Interim Program Chair. She obtained her Hawaii MFT license in 1999 and has been working with Argosy University students in placement at SA-ATS since that time. Before coming to the islands, she worked in a Community Mental Health Clinic, taught college level marriage family and sociology classes, worked in a school district providing psychological assessments for children, and had a brief private practice. In her various positions she has conducted workshops and in-service seminars on a variety of topics including ethics, client rights, conflict and crisis resolution in the workplace, stress management and self care, and basic addiction issues. She has worked with numerous families who have addiction issues and has a good understanding of the criminal justice population. Joy has been a clinical member of AAMFT since 1980 and is a certified substance abuse counselor and program administrator.

Zachary Oliver, EdD, *Argosy University*, is the Program Chair for Undergraduate Studies and Graduate Business Programs. His areas of study have focused around the issues of designing curriculum using both strong theoretical foundations and the best of available technology. Before joining the faculty, he taught a variety of General Education courses at Heald College, Honolulu, for eight years. During that time, he specialized in teaching English, especially courses that focused on developing solid basic writing and researching skills. Mr. Oliver believes that education should be accessible, fundamentally challenging, and deeply inspiring.

Michael Omizo, PhD, *University of Southern California* is the Program Chair for the Clinical Psychology Program. Dr. Omizo has been a faculty member and administrator for over 30 years at the University of Houston-Central Campus, University of Wisconsin-Madison, and University of Hawaii at Manoa. He has over 100 publications and 200 presentations and was named one of the top 50 psychologists in the last century by APA. In addition to his teaching responsibilities, Dr. Omizo is a psychologist for Hawaii Center for Psychology. His area of expertise is in Multicultural Counseling, Research Methods, and Theories of Therapy.

Joe Spillman, PhD, *Idaho State University* is Program Chair for the EdD in Counselor Education & Supervision and EdD in Counseling Psychology programs. Currently Dr. Spillman serves as secretary for the Western Association of Counselor Education and Supervision. His teaching interests include counselor education, teaching pedagogy, supervision, theories and group work. He has worked in the mental health field since 2000 and is a Licensed Mental Health Counselor who specializes in marriage, couple and family, child custody mediation and evaluation, group work and grief and loss issues. His research interests include area related to counseling supervision and education, men's issues, and grief and loss.

CORE FACULTY

Robert M. Anderson, Jr., PhD
University of Hawai'i
Professor, Clinical Psychology

Patrick Kamakawiwo'ole, PsyD
Argosy University/Honolulu
Assistant Professor, Director of Clinical Training

Yvonne N. Awana, PsyD
American School of Professional Psychology/
Hawai'i Campus
Assistant Professor, Clinical Psychology

Susana Lowe, PhD
University of California at Santa Barbara
Associate Professor, Clinical Psychology

Kevin Bowman, PhD
Kent State University
Associate Professor, Clinical Psychology

Sean Scanlan, PhD
University of Hawaii Manoa
Assistant Professor, Clinical Psychology

Lawrie Ignacio, PsyD
American School of Professional Psychology/
Hawai'i Campus
Assistant Professor, Director of Internships

Joy M. Tanji, PhD
University of Nebraska-Lincoln
Associate Professor, Clinical Psychology

Lianne Koki, PsyD
American School of American Psychology/
Hawai'i Campus
Associate Professor, Clinical Psychology

Rick Trammel, PhD
Arizona State University
Associate Professor, Clinical Psychology

APPENDIX II

FACULTY AND STAFF DIRECTORY

Argosy University, Hawai'i
1001 Bishop Street Suite 400
Honolulu HI 96813
808.536.5555
888.323.2777
808.536.5505

FACULTY AND STAFF DIRECTORY

NAME	TITLE	DIRECT LINE	EMAIL ADDRESS
Anderson, Dr. Robert	Faculty, Clinical Psychology	808.791.5207	randerson@argosy.edu
Andrade, Cherie	Director of Student Services	808.791.5258	candrade@argosy.edu
Awana, Dr. Yvonne	Faculty, Clinical Psychology	808.791.5223	yawana@argosy.edu
Basteris, Norma	Assistant Director of Admissions	808.791.5260	nbasteris@argosy.edu
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APPENDIX III

CAMPUS ACADEMIC AND HOLIDAY CALENDAR

Fall 2010 Semester September 7, 2010 – December 18, 2010

Session I September 7, 2010 – October 27, 2010

Session II October 28, 2010 – December 18, 2010

September 2010

September 6, 2010	Labor Day (Campus Closed)
September 7, 2010	Fall 2010 Semester Begins; Fall 2010 Semester Session I Begins
September 14, 2010	Course Drop Deadline for Fall 2010 Semester Session I – 7 ½ week courses <i>EOB as posted by Student Services/Registrar office hours</i>
September 17, 2010	Course Drop Deadline for Fall 2010 Semester Session I – 15 week courses <i>EOB as posted by Student Services/Registrar office hours</i>

October 2010

October 11, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I – 7 ½ week courses
October 27, 2010	Fall 2010 Semester Session I Ends
October 28, 2010	Fall 2010 Semester Session II Begins

November 2010

November 5, 2010	Course Drop Deadline for Fall 2010 Semester Session II – 7 ½ week courses <i>EOB as posted by Student Services/Registrar office hours</i>
November 14, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I – 15 week courses
November 25, 2010	Thanksgiving Day (Campus Closed)
November 26, 2010	Day After Thanksgiving (Campus Closed)

December 2010

December 1, 2010	Grade of “W” Deadline for Fall 2010 Semester Session II – 7 ½ week courses
December 18, 2010	Fall 2010 Semester Ends; Fall 2010 Semester Session II Ends
December 24, 2010	Christmas Eve (Campus Closed)
December 27, 2010	Christmas Holiday Observed (Campus Closed)
December 30, 2010	New Year’s Eve Observed (Campus Closed)
December 31, 2010	New Year’s Day Observed (Campus Closed)

Spring 2011 Semester January 10, 2011 – April 23, 2011

Session I January 10, 2011 – March 2, 2011

Session II March 3, 2011 – April 23, 2011

January 2011

- January 10, 2011 Spring 2011 Semester Begins; Spring 2011 Semester Session I Begins
- January 17, 2011 Martin Luther King, Jr. Birthday observed (Campus Closed)
- January 19, 2011 Course Drop Deadline For Spring 2011 Semester Session I – 7 ½ week courses
EOB as posted by Student Services/Registrar office hours
- January 21, 2011 Course Drop Deadline For Spring 2011 Semester Session I – 15 week courses
EOB as posted by Student Services/Registrar office hours

February 2011

- February 13, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I – 7 ½ week courses
- February 18, 2011 President’s Day Observed (Campus Closed)

March 2011

- March 2, 2011 Spring 2011 Semester Session I Ends
- March 3, 2011 Spring 2011 Semester Session II Begins
- March 11, 2011 Course Drop Deadline For Spring 2011 Semester Session II – 7 ½ week courses
EOB as posted by Student Services/Registrar office hours
- March 19, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I – 15 week courses

April 2011

- April 6, 2011 Grade of “W” Deadline for Spring 2011 Semester Session II – 7 ½ week courses
- April 22, 2010 Good Friday (Campus Closed)
- April 23, 2011 Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

Summer 2011 Semester May 9, 2011 – August 20, 2011

Session I May 9, 2011 – June 29, 2011

Session II June 30, 2011 – August 20, 2011

May 2011

May 9, 2011 Summer 2011 Semester Begins; Summer 2011 Semester Session I Begins
May 16, 2011 Course Drop Deadline for Summer 2011 Semester Session I – 7 ½ week courses
EOB as posted by Student Services/Registrar office hours
May 21, 2011 Course Drop Deadline for Summer 2011 Semester Session I – 15 week courses
EOB as posted by Student Services/Registrar office hours
May 30, 2011 Memorial Day (Campus Closed)

June 2011

June 12, 2011 Grade of “W” Deadline for Summer 2011 Semester Session I – 7 ½ week courses
June 29, 2011 Summer 2011 Semester Session I Ends
June 30, 2011 Summer 2011 Semester Session II Begins

July 2011

July 4, 2011 Independence Day holiday (Campus Closed)
July 7, 2011 Course Drop Deadline for Summer 2011 Semester Session II – 7 ½ week courses
EOB as posted by Student Services/Registrar office hours
July 16, 2011 Grade of “W” Deadline for Summer 2011 Semester Session I – 15 week courses

August 2011

August 3, 2011 Grade of “W” Deadline for Summer 2011 Semester Session II – 7 ½ week courses
August 20, 2011 Summer 2011 Semester Ends; Summer 2011 Semester Session II Ends

* *Schedule changes will be announced via e-mail.*