
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.



Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your *Argosy University, Seattle Student Handbook* is a valuable resource as you progress through 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, Seattle Student Handbook* incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Regulations and procedures found in this document are considered to be a part of this handbook. Make sure to reference your *Academic Catalog* for the year you entered Argosy University, Seattle.

WELCOME FROM THE CAMPUS PRESIDENT

Welcome to our Argosy University family, be you a new student, starting a new year or simply starting a new term. We consider it our privilege to serve as you embrace the rigorous path toward earning your degree. Your studies can be invigorating, enlightening and empowering; they should transform you forever.

We have created this handbook to provide you with information and tools you will need to be a successful Argosy University, Seattle student. Our campus employs an outstanding faculty, focused on delivering quality curriculum designed to give you the skills, knowledge, and capabilities needed for professional careers in the fields of education, business and behavioral sciences.

A close working relationship between students, faculty, and staff is critical for the achievement of this goal. The basic administrative principles and procedures that define this relationship are described within this handbook and the University catalog. Observance of these procedures by faculty, students, and staff provides for a harmonious working partnership and creates a supportive atmosphere in which students can focus on their academic responsibilities. Please use this handbook as a guide to help direct your future experience as a student at our University.

I look forward to celebrating your future successes!

Tom Dyer, EdD

Campus President

Argosy University, Seattle

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Seattle reserves the right to change the policies contained within this student handbook from time to time. Although notice is not required for a new policy to take effect, Argosy University, Seattle 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.

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

Argosy University, Seattle is located at 2601-A Elliott Ave, Seattle, Washington 98121. Located in the Belltown neighborhood of Seattle, the school offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theaters, art museums and other tourist attractions. In addition, Seattle's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Administrative and faculty offices include all campus administrators, administrative assistants, faculty, department chairs, student services, and admissions. Five classrooms and two computer labs are located on campus. Several shared classrooms with The Art Institute of Seattle are on other floors at both the South and North campus locations.

COMMONS AREA AND STUDENT LOUNGE

The commons area located on the ground floor of North Campus includes vending machines and tables for eating and study. On the first floor, there is a dedicated quiet student lounge with a spectacular view of Puget Sound, a microwave, refrigerator and vending machine. Employment opportunities (for both work-study and non-work-study positions) are posted on a job board in the student lounge. Students may post additional communications via an open board managed by the Student Government Association. Commonly used student forms and other materials are available in the east hallway near the reception desk.

WIRELESS INTERNET

Wireless access for your 802.11a/g device is available on the first floor of the North Campus building and in the Library. The wireless connection utilizes Cisco Clean Access authentication. For Windows-based computers, this means that you will be required to download the Cisco Clean Access agent to your computer. Other computing platforms will authenticate through a web-based interface. Argosy University, Seattle students use their Student Portal account usernames and passwords to log into the interface.

Note: To gain access to the wireless network through Clean Access, Windows users are required to have **all** current Windows security updates and current antivirus software and definitions. Installing Windows updates and antivirus software may require you to have administrative access to your laptop. If you do not have this you may not be able to access the wireless network.

Windows updates are available from <http://windowsupdate.microsoft.com>. If you do not have antivirus software installed you may download and install Symantec Antivirus 10.1 through the Cisco Clean Access agent (<http://savinstall.classroom.sea>), once the agent is installed on your laptop.

TRANSPORTATION

The King County Public Transportation system provides bus and light rail service to the downtown Seattle metro core. You can access additional information regarding bus routes and schedules through the Metro Online website at <http://transit.metrokc.gov/>. Ferry service to Bainbridge Island, Bremerton, and Vashon Island can be accessed through the Washington State Ferry System website at <http://www.wsdot.wa.gov/ferries/index.cfm>. Parking spaces are available through a number of private area garages and open lots. Fees may vary. On-street parking is also available.

CAMPUS ORGANIZATION

Argosy University, Seattle is led by the campus president. Reporting to the campus president are the directors of each administrative department (Admissions, Student Services, Financial Services, Information Technology, Property Management and Human Resources) as well as the program chairs for each academic program. The directors of Information Technology and Property Management share service personnel with The Art Institute of Seattle, reporting to the president of that school as well. Please refer to the Campus Directory in Appendix II for contact information.

BUILDING AND OFFICE HOURS

The main offices of the school are open from 8:00 am to 6:00 pm, Monday through Friday (including breaks between terms). The campus facilities are available during all regular security hours:

Monday-Thursday

Open: 7:00 am

Close: 10:00 pm

Friday

Open: 7:00 am

Close: 9:30 pm

Saturday

Open: 7:00 am

Close: 5:30 pm

Sunday

Open: 7:00 am

Close: 5:00 pm

Holiday and semester break hours vary and are published in the *AU Review e-newsletter* prior to each holiday or break.

ADMINISTRATION CONTACT INFORMATION

To Dial use 206.393.xxxx

Academics

Diedra Clay, Program Chair, Counseling Psychology Programs	3542	dclay@argosy.edu
Dan Kmitta, Program Chair, Education Programs	3570	dkmitta@argosy.edu
Frances Parks, Program Chair, Clinical Psychology Programs	3541	fparks@argosy.edu
Doug Shirley, Program Chair, Undergraduate Programs	3502	dshirley@argosy.edu
Russell Wright, Vice President of Academic Affairs, Program Chair, Business Programs	3557	rwwright@argosy.edu
Amanda Clifford, Administrative Assistant to Academic Affairs	3507	aclifford@argosy.edu

Administration

Tom Dyer, Campus President	3503	tdyer@argosy.edu
Mark Brunke, Human Resources Generalist	3504	mbrunke@argosy.edu
Brian Gardner, Business Manager	3505	bgardner@argosy.edu

Admissions

Christina Shade, Director of Admissions	3545	cshade@argosy.edu
Lilia Aguirre, Associate Director of University Outreach	N/A	laguirre@argosy.edu
Justine Cain, Assistant Director of Admissions	3586	jcain@argosy.edu
Erika Davis-Medina, Assistant Director of Admissions	3622	ejdavis@argosy.edu
Jason Fillip, Assistant Director of Admissions	3517	jfillipp@argosy.edu
Chad Minnick, Assistant Director of Admissions	3518	cmminnick@argosy.edu
Shirley Morris, Assistant Director of Admissions	3520	smorris@argosy.edu
Heather Simpson, Assistant Director of Admissions	3620	hsimpson@argosy.edu
Gwen Snyder, Assistant Director of Admissions	3404	gsnyder@argosy.edu
Briana Van Horn, Assistant Director of Admissions	3589	bvanhorn@argosy.edu
Jennifer Noble, Admissions Coordinator	3516	jmnoable@argosy.edu

Library

<http://argosy.campusguides.com/seattlelibrary>

Andrew Harbison, Director of Library Services	3576	aharbison@aii.edu
Melissa Dunn, Argosy University, Seattle Librarian	3575	medunn@argosy.edu
Elizabeth Windsor, Argosy University, Seattle Librarian	3623	ewindsor@argosy.edu

Student Services

auseattlereg@argosy.edu

Deann Ketchum, Director of Student Services, Registrar	3530	dketchum@argosy.edu
Jessica Cooper, Reception, Assistant to the Registrar	3501	jmcooper@argosy.edu
Genevieve Tremblay, International Student Coordinator, Academic Advisor and Disabilities Services Coordinator	3567	gtremblay@argosy.edu
Valerie Walston, Assistant Registrar, New Student Coordinator	3533	vwalston@argosy.edu

Student Financial Services

Sara Dewitt, Director of Student Financial Services	3531	sdewitt@argosy.edu
Connie Holmerud, Financial Aid Counselor	3515	cmholmerud@argosy.edu

ACADEMIC SERVICES/ADVISING

Faculty advisors are available for consultation on student professional development, academic/training progress and other school/professional issues. When students are first admitted, they are assigned a faculty advisor.

Changing Faculty Advisors

A student may initiate a request for a change of advisor using the Advisor Change Request Form. If a student wishes to change advisors, he/she should discuss this with their current advisor and, if permitted, the prospective advisor. If all parties agree to the change, the student must then submit the form to the Office of the Registrar with signatures from the student, the original advisor, and the new advisor.

WEBSITES & PUBLICATIONS

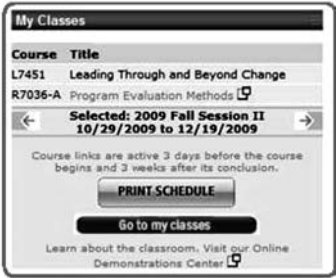
Argosy University Student Portal

- The Argosy University Student Portal can be used to view your academic record, register for classes, download syllabi, pay your tuition, check your financial aid status and check your Argosy University Email. Go to <https://mycampus.argosy.edu>. Log on to the Argosy University Student Portal using your username and your password. For first-time users, please click on the link for New Students to create your account. You will be prompted through a series of screens to set up your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
- To view your academic record, register for classes, pay your tuition, and check your financial aid status click on the link for **My Self Service**.
- While in the My Self Service area, make sure to click on the link **My Profile**, then **My Information**. Under the link for My Information you will be able to view your Argosy University Email address.

All University correspondence will be sent to your Argosy University Email Account. To Access your Argosy University Email Account while you are in the Student Portal:

- From the Main Page, click on **New Gmail Account, Click here to sign on.**
- A new webpage will open directly connecting you to your email inbox.
- **Note: If your mailbox is full you will not be able to receive email.**
- To forward your Argosy University email to another email account, click on **Email Forwarding** in the **Settings** tab near the top right-hand corner of your inbox.

Argosy University Distance Learning Information for Students

<p>Online Learning Platform</p>	<p>Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.</p>
<p>Accessing eCollege through the Argosy University Student Portal</p>	<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 <p>or</p> <p>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>  <p>You will have access to your courses 3-days before the first day of a session.</p>
<p>eCollege Technical Requirements</p>	<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
<p>eCollege Student Orientation Course</p>	<p>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.</p>

Participation	You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.
Textbooks	If your course is using an eBook, the link to your book will be available in your eCollege course. 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
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

AU Review

The *AU Review e-newsletter* is a campus newsletter that is distributed on a bi-weekly basis. Its purpose is to inform the Argosy University, Seattle community of relevant school news, policies, deadlines and events in a formal, timely, and regular manner. It is the responsibility of all students to be familiar with the information provided so as to conform to deadlines and policy changes. Students should read the *AU Review e-newsletter* to inform themselves about the special events that take place throughout the year.

Registration Bulletin

The *Registration Bulletin* is published each term before the registration period. The bulletin will include detailed information on registration, payment policies and procedures including add/drop procedures, refund policies, return of Title IV funds and enrollment requirements.

EMERGENCY PROCEDURES AND CLOSINGS

The Argosy University, Seattle Campus Crisis Management Manual is periodically distributed to students, staff and faculty in the *AU Review e-newsletter*. The manual details emergency response and evacuation procedures for the campus.

Security and the campus president, or designee, should be notified immediately of any emergency or dangerous situation occurring on campus involving the health or safety of students, staff or faculty. The campus president or designee will elect a liaison and will coordinate communications regarding emergency procedures to the campus community. In cases of emergency, the Argosy University, Seattle Campus Safety Committee and designated personnel shall communicate (through bullhorns or other means) specific instructions.

In the event that an emergency requires immediate evacuation, by notice of campus law enforcement, or if the fire alarm should sound, proceed to the nearest exit. Do not attempt to exit the building using the elevators. Exit via closest stairwell only. Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel to assist them. A near-by staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts.

After exiting the building, move at least 100 feet North or South along Elliott Avenue. Do not attempt to cross Elliott Avenue. Emergency evacuation routes are posted at all locations. Each area will have a designated safety committee member to check that all offices, classrooms and restrooms are evacuated.

Fire

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers. In case of fire, dial 9 and call the emergency operator (911) immediately. The campus is on a monitored alarm system. If a call is made, we will confirm an alarm has been reported for our building. More detailed directions are located in the classrooms and/or Commons area. Give the operator the precise location of the fire and he/she will alert the fire department. Fire alarms are periodically tested, and evacuation drills are held a minimum of twice a year.

Police

To summon the police, dial 9, and then call 911 and the operator will alert the police department.

Theft

If a theft has taken place, please report it immediately to the security officer on duty and fill out an incident report.

Accidents and Illness

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 9 and then 911. Anyone who is injured or becomes ill at the campus should be directed or taken to an emergency room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. A first aid kit is located in the staff lounge.

Incident Reports

A complete report of every incident of injury or accident, no matter how minor, should be made to the Director of Student Services Deanne Ketchum at 206.393.3530 or dketchum@argosy.edu within 48 hours. The following information will be required: time and place of accident, how the accident 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. Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

School Closings

In the event of threatening weather, the school may be closed by the campus president or a designee. Please call the campus system at 206.283.4500 to find out if a closure has occurred. If there is no change in the normal voicemail greeting, classes will continue as originally scheduled. Additional notification will be given on the following local AM radio stations: KIRO and KOMO (also available at komotv.com). Television reports are made on local channels for CBS, NBC, FOX, UPN, and ABC.

IDS/ACCESS CARDS

Argosy University Student ID cards are required upon entrance to the campus and are available from the Technology Help Desk on the ground floor of the North Campus building. The Help Desk is available 7:00 am to 11:00 pm Monday through Thursday; 7:00 am to 5:00 pm on Friday; and 10:00 am to 7:00 pm on Saturday and Sunday. Student ID cards may be obtained with proof of enrollment and Student ID Number (a current copy of your course schedule will suffice as proof of registration and includes your Student ID number).

VISITOR POLICY

Argosy University, Seattle has a need to balance several interests while creating an open and welcoming environment for such visitors as guests, clients, those with a general interest in the campus, vendors, and children of faculty, staff and students. Responsible adults and youth are encouraged to visit Argosy University, Seattle so long as such visits are compatible with the University mission. As a general rule, faculty, staff and students are responsible for their guests.

Children on Campus Policy

Argosy University, Seattle and its administration believe that family-friendly values are consistent with excellence in teaching and the University mission. Argosy University, Seattle acknowledges that children may be present in the workplace under some circumstances. Children must be accompanied by a parent or guardian at all times when on campus. It is inappropriate for faculty, staff, students and visitors to leave children in the care of someone other than the child's parent or guardian while on campus, or to leave children unattended.

Argosy University, Seattle values family and work/life balance and believes the classroom is an environment conducive to learning. Children of students are allowed in the classroom under the supervision of the parent or guardian on those occasions where alternative arrangements are impractical or impossible. However, this should only be done when the faculty member responsible for the classroom has given specific advance approval. Alternatives should always be considered before allowing a student to bring a child to the classroom. Please note that children should not be brought to class on a regular basis, as the classroom is not to be used in lieu of child care. Students should avoid bringing children to classrooms on days of examinations.

Students should not bring children into computer labs. Lab computers are reserved solely for the use of Argosy University, Seattle faculty, staff, and students.

Children are allowed in the Student Lounge and the Library for only brief periods of time to conduct necessary business such as returning or checking out books.

Argosy University, Seattle recognizes the benefit to its community to provide a welcoming and supportive environment to students who are also nursing mothers. The campus will make an effort to support these students. Nursing mothers should work with their faculty advisor or department chair to ensure there is a private room available at the time of their class breaks for nursing or pumping. Argosy University, Seattle and its Psychology Clinic have private rooms which can be scheduled in advance to meet student needs for nursing. It is the primary responsibility of the student to schedule these rooms.

VOTER REGISTRATION

Voter Registration forms are available on campus in the forms area and may be forwarded to students upon request.



ARGOSY UNIVERSITY.

SECTION THREE

LIBRARY, COMPUTER LAB AND TEXTBOOKS

LIBRARY RESOURCES AND SERVICES

The Argosy University, Seattle Library is committed to supporting the academic and research needs of students and faculty. The library provides access to book and journal collections in print and electronic formats; online databases available through a high-speed T1 connection; videos and audiovisual equipment; personalized reference services; and both specialized and general instruction on usage of the aforementioned resources. The library collection specializes in the areas of clinical psychology, mental health counseling, education, and business. The collection continually grows and expands, as directed by disciplinary trends, faculty guidance, and student recommendation.

The Argosy University, Seattle library has space for book and journal collections, and resource materials. In addition, the library offers study areas and a computer lab consisting of twenty-five machines, a scanner and copy machine. The Argosy University, Seattle library offers system-wide borrowing of books and journal articles at no charge. Interlibrary loan (ILL) services are also available from outside of the Argosy University system through the Online Computer Library Center (OCLC), a nationwide network of lending libraries. In addition, full-text journal articles and books are available through the library's subscription databases, accessible either on campus or remotely. The library's subscription databases include:

- LIRN
- ProQuest
- Infotrac (multiple research databases)
- eLibrary
- EBSCO
- PsycINFO
- PsycARTICLES
- Psychology and Behavioral Sciences collection
- Mental Measurements Yearbook
- Digital Dissertations (fee-based downloading available)
- Jones e-global library
- Additional research databases

The library web site, <http://argosy.campusguides.com/seattlelibrary>, contains additional information about the library and library resources, as well as interactive tutorials and program-based user guides. Other pertinent library-related news may be found in the weekly *AU Review e-newsletter*.

The library is located on fifth floor of our building and maintains separate hours from the security and office hours on the main Argosy University, Seattle floor. The main library number is 206.239.2359. For Argosy University, Seattle related library questions, you may also email ausill@argosy.edu.

TEXTBOOK AND COURSE MATERIALS PURCHASING

Students may view booklists and purchase textbooks online through MBS Direct at <http://bookstore.mbsdirect.net>:

- Type "Argosy" in the search engine. Click on "Search for Your School."
 - Select "Argosy University" for textbooks for Seattle Campus courses, Seattle-hosted online and online courses with a section prefix of "OL".
 - Select "Argosy University Online" for textbooks for online courses with a section prefix beginning "U" or "X".

Electronic Books

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

COMPUTER LABS

Computer Lab

Located in Room A122, the Computer Lab is accessible when the campus is open, except when utilized for instruction. Students may check the class schedule outside the room for availability. Students should not interrupt classes that are in progress.

Psychology Center Testing Lab

The Psychology Center Testing Lab (Room A135) contains psychological testing software and Test Check-Out services. Any student working with confidential material (e.g. psychological assessment reports for the clinic, their practicum site, or classes, or progress note on clients, or scoring psychological tests, etc.) should use A135.



ARGOSY UNIVERSITY.

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

Transcripts

Requests for transcripts are made by submitting a Release of Information form to the Office of the Registrar. In addition to requesting transcripts, Release of Information forms must be used to request other types of information, such as enrollment verification and account summaries.

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests be submitted in writing and be signed by the student. Telephone or e-mail requests for transcripts cannot be processed. Release of information forms may be submitted by fax. The department will release transcripts only when students have met all their financial obligations to the school.

Registration

Students may complete online registration on the Student Portal at <https://mycampus.argosy.edu>. It is strongly recommended that all students discuss and plan their schedule choices with their advisor prior to registration. Students must complete plans for payment of tuition and fees with Student Financial Services according to the tuition payment policy. Argosy University, Seattle establishes a registration priority system for selected programs, based upon the student's total number of credits. These students may only register on or after the time indicated for them on the priority schedule. Students who submit their registration materials late forfeit their priority.

Late Registration & Add/Drop

The Office of the Registrar strongly urges all students to register for their entire course schedule during the official registration period. However, if students elect to add a course after the official registration period, they may do so by completing the add/drop request form. If the course is closed, students should approach a faculty member for permission to join a closed class. 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.

Students dropping a course must provide official notification to the Office of the Registrar by completing the add/drop form. All requests received on or after the first day of the term will be charged a drop fee of \$50.00. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

Students in 15 week courses will receive a 100% refund if they drop a course by the second Friday after the session start date. For 7 ½ week courses, the student will receive a 100% refund if they drop within the first 7 days of the session start.

A late fee of \$50.00 is assessed to any student who registers after the regular registration deadline. 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. Students considering withdrawal from the University should first see their advisor and Office of the Registrar to discuss their options and the ramifications of withdrawal.

Course Availability/Cancellation

While the school makes every effort to provide sufficient course sections for students, Argosy University, Seattle reserves the right to cancel any course. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course.

Course Transfers/Waivers

A student who desires to submit a course for transfer of credit review should notify the Office of the Registrar and obtain the appropriate transfer request form. This form should be completed and returned to the Office of the Registrar. Only requests made in writing are reviewed.

Information Changes

Contact information should be kept current. Changes may be made in writing to Office of the Registrar by one of the following:

- Students may submit a Change of Information form.
- Students may submit updates via the student's Argosy University e-mail account.
- Students may submit a request a change of address under the "My Personal Information" menu under the "My Self Service" area of the Student Portal.

Under no circumstances will changes be accepted by phone or via a private e-mail account.

All University correspondence will be sent to your Argosy University Email account.

STUDENT AFFAIRS

DISABILITIES

Argosy University, Seattle 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, Seattle.

Argosy University, Seattle 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 Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disabilities Service Coordinator, Genevieve Tremblay at 206.393.3567 or gtremblay@argosy.edu. Complaints will be handled in accordance with Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment (see Section Two, Institutional Policies published in the *Academic Catalog*).

Disability Accommodations for the Master of Arts in Clinical Psychology Degree Program's Psychotherapy Competency Exam (PCE)

Students who believe they are in need of disability accommodations for their PCE should contact Disabilities Services Coordinator Genevieve Tremblay (gtremblay@argosy.edu, 206.393.3567), who can inform them of the procedures and requirements to obtain accommodations. Students are encouraged to start this process at least six weeks in advance of their PCE. If a student's accommodations are approved, the student will be informed in writing by the Disability Services Coordinator within three weeks of receiving the request.

It is the student's responsibility to request the approved accommodations from the examiners administering the PCE, with the assistance of the Disability Service Coordinator if requested. In respect to students' privacy, the Disability Services Coordinator will not initiate contact with the PCE examiners unless the student requests it. Students are encouraged to make their accommodation requests to the examiners at least two weeks in advance of the examination. Once the student has made the request, the student should inform the Disability Services Coordinator, so they can coordinate the accommodations with the examiners to ensure their smooth and timely implementation.

A detailed campus policy and procedure, titled Policy No. 2003: Disability Accommodations for the Master of Arts in Clinical Psychology Degree Program Psychotherapy Competency Exams, is available from the Disability Service Coordinator upon request.

If you have a concern or complaint regarding your disability accommodations, please contact Deann Ketchum in the Student Services Department (dketchum@argosy.edu, 206.393.3530). Complaints will be handled in accordance with the Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment (see Section Two, Institutional Policies published in the *Academic Catalog*).

HEALTH/LIABILITY INSURANCE

Argosy University, Seattle strongly encourages all students to maintain adequate health insurance while attending school. Optional health insurance is available to students through an outside agency. Visit www.cirstudenthealth.com/argosy for more information.

STUDENT EVALUATIONS/SURVEYS

IDEA (Individual Development and Educational Assessment)

These surveys are administered at the end each course. Students will receive their end of course surveys via email from the IDEA Center. These surveys gather students' feedback about the course and course instruction. This is meant to validate what is going well and provide input that might help enhance the course and course instruction in the future. Student anonymity will be honored. The instructor will see only a summary version of the results that will include verbatim quotes of narrative feedback.

Noel Levitz Adult Student Priorities Survey

This survey is administered during the spring term. All surveys are collected by the Office of the Registrar. The survey is an important assessment tool for determining the strengths and challenges for our school.

GRADUATION

Argosy University, Seattle's annual graduation commencement ceremony occurs in the month of October. Students must meet graduation requirements and complete a Petition to Graduate/Program Completion form prior to their posted deadlines in order to participate in the commencement ceremony.

STUDENT GOVERNMENT ASSOCIATION

The primary purpose of the campus Student Government Association is to represent student concerns, facilitate communication and assist the faculty and administration in promoting the welfare of the campus. Through participation on various campus committees, the Student Government Association often impact(s) policy-making on the campus. The Student Government Association is also responsible for organizing social gatherings, providing confidential advice relating to school matters for students requesting such assistance, assisting with orientation, and selecting student representation for committees.

PROFESSIONAL ORGANIZATIONS

Argosy University, Seattle encourages students to join professional organizations that reflect each student's career path. For example, clinical psychology students are encouraged to become members of the American Psychological Association, and counseling students are encouraged to become members of the American Counseling Association.

STUDENT FINANCE

The Student Financial Services Office is available to answer questions about financial aid, billing issues, payment plans and scholarships. All financial aid forms can also be found under the Student Portal. Please review the “Financial Policies and Assistance” section of the Academic Catalog for current financial responsibilities to ensure all requirements are met.

SCHOLARSHIPS

Scholarship opportunities at Argosy University, Seattle are designed to assist students in pursuing their educational goals by recognizing their prior achievements in these areas. Argosy University, Seattle will determine your eligibility for the scholarship. Since funds are limited, applicants are encouraged to apply early. Award amounts range from \$1,000 to \$5,000 for the academic year. Scholarship awards are available in two categories, as listed below, and may be renewable:

Scholarship Awards for New Students at Argosy University, Seattle

- Academic Award
- Alumni Award
- Community College Award
- Community Service Award
- Diversity Award
- Leadership Award
- Returning Adult Award

Scholarship Awards for Students Currently Enrolled at Argosy University, Seattle

- Argosy University Merit Award
- SGA Professional Development Award
- SGA Academic Achievement Award

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Seattle provides the Campus Security Report to all of its employees and students as part of the Argosy University, Seattle 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. Tom Dyer, at tdyer@argosy.edu, or 206.393.3503.

The Argosy University, Seattle 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.

DRUG FREE WORKPLACE & CAMPUS

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of the higher education act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (public law 101-226), a “drug free schools and campuses” publication, the drug prevention policy, is provided to all Argosy University, Seattle students annually.

The use of illegal drugs and the abuse of alcohol on the campus of Argosy University, Seattle or in facilities controlled by Argosy University, Seattle are prohibited by college regulations and are incompatible with the Argosy University, Seattle 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, Seattle and the requirements of state and federal law, Argosy University, Seattle 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 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, SEATTLE SANCTIONS

Argosy University, Seattle, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Argosy University, Seattle 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, Seattle 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.

State and Federal Sanctions

There are numerous local, state and federal statutes related to the manufacture, distribution, dispensation, possession and use of controlled substances. Legal sanctions may be imposed for both felony and misdemeanor convictions. Legal sanctions range from fines to multi-year prison terms to loss of financial aid. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses. For full details, see the specific laws listed below.

A partial list of drugs considered to be controlled substances in Washington state: narcotics (opium and cocaine as well as all drugs extracted, derived, or synthesized from opium and cocaine, such as crack cocaine and heroin); marijuana; methamphetamine; barbiturates; and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THA, MDA, STP).

State of Washington Liquor and Drug Laws:

Liquor Laws

RCW Title 66, ALCOHOLIC BEVERAGE CONTROL

RCW 66.04.010 Definitions

RCW 66.44.090 Acting without a license

RCW 66.44.100 Opening or consuming liquor in public place -- penalty

RCW 66.44.130 Sales of liquor by drink or bottle

RCW 66.44.170 Illegal possession of liquor with intent to sell -- Prima facie evidence, what is

RCW 66.44.175 Violations of law

RCW 66.44.180 General penalties - Jurisdiction for violations

RCW 66.44.200 Sales to persons apparently under the influence of liquor

RCW 66.44.240 Drinking in public conveyance - Penalty against carrier

RCW 66.44.250 Drinking in public conveyance - Penalty against individual

RCW 66.44.270 Furnishing liquor to minors - Possession, use

RCW 66.44.290 Minors purchasing or attempting to purchase liquor

RCW 66.44.310 Minor frequenting off-limits area - Misrepresentation of age

RCW 66.44.325 Unlawful transfer to a minor of an identification of age

RCW 66.44.328 Preparation or acquisition and supply to persons under age twenty-one of facsimile of official identification card -- Penalty

RCW 66.28.200 Keg registration - Requirements of seller

RCW 66.28.210 Keg registration - Requirements of purchaser

RCW 66.28.230 Keg registration - Furnishing to Minors - Penalties

Drug Laws

RCW Chapter 69.50, Uniform Controlled Substances Act

RCW 69.50.204 Schedule I

RCW 69.50.206 Schedule II

RCW 69.50.208 Schedule III

RCW 69.50.210 Schedule IV

RCW 69.50.211 Schedule V tests

RCW 69.50.401 Prohibited acts: A -- Penalties

RCW 69.50.406 Distribution to persons under age eighteen.

RCW 69.50.408 Second or subsequent offenses

RCW 69.50.410 Prohibited acts: D -- Penalties

RCW 69.50.412 Prohibited acts: E -- Penalties

RCW 69.50.415 Controlled substances homicide -- Penalty

RCW 69.50.435 Violations committed in or on certain public places or facilities -- Additional penalty -- Defenses -- Construction -- Definition

RCW 69.50.505 Seizure and forfeiture

RCW 69.50.509 Search and seizure of controlled substances

RCW 69.52.030 Violations -- Exceptions

RCW 69.52.040 Seizure of contraband

Driving Under the Influence of Drugs and/or Liquor

RCW 46.61.502 Driving under the influence

RCW 46.61.503 Driver under twenty-one consuming alcohol -- Penalties

RCW 46.61.504 Physical control of vehicle under the influence

RCW 46.61.519 Alcoholic beverages -- Drinking or open container in vehicle on highway -- Exceptions

RCW 46.61.5195 Disguising alcoholic beverage container

RCW 46.61.520 Vehicular homicide -- Penalty

Federal Liquor and Drug Laws

21 U.S.C. Chapter 13 -- DRUG ABUSE PREVENTION AND CONTROL

21 U.S.C. Chapter 24 -- INTERNATIONAL NARCOTICS TRAFFICKING

42 U.S.C. Chapter 136 -- VIOLENT CRIME CONTROL AND LAW ENFORCEMENT, SUBCHAPTER IV –

Drug Control

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, \$2,500 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, Seattle 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 a counselor. See the Office of the Director of Student Services for more information.

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.

RESOURCES

The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 am to 2:00 am, Monday through Friday and from 11:00 am to 2:00 am on weekends.

APPENDIX I

FACULTY LISTINGS

COLLEGE OF BUSINESS

Russell W. Wright, PhD

University of Southern California

Program Chair, Business

Associate Professor

Charles L. Miller, PhD

Yale University

Associate Professor

Clifford L. Butler, DBA

Nova Southeastern University

Adjunct Professor, Business

Frank Hatstat, JD

Seattle University

Adjunct Professor, Business

Earnest Hughes, EdD

Seattle University

Adjunct Professor, Business

Arthur Jackson, JD

Antioch University

Adjunct Professor, Business

Karl Ostrom, PhD

University of North Carolina

Adjunct Professor, Business

Patrick Wong, DBA

Argosy University

Adjunct Professor, Business

COLLEGE OF EDUCATION

Daniel Kmitta, EdD

University of Cincinnati

Program Chair, Education

Associate Professor

Wayne Benenson, PhD

University of Idaho

Associate Professor

Chris A. Burton, JD

Seattle University

Adjunct Professor, Education

Whitney Gardner-Garcia, JD

Seattle University

Adjunct Professor, Education

Randolf Jackson, PhD

University of Washington

Adjunct Professor, Education

Tom Langdon, EdD

Nova Southeastern University

Adjunct Professor, Education

Elaine S. Love, EdD

Nova Southeastern University

Adjunct Professor, Education

Thomas Mosby, EdD

Washington State University

Adjunct Professor, Education

Mary Sanford, PhD

Syracuse University

Adjunct Professor, Education

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

**AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ARGOSY
UNIVERSITY, SEATTLE**

Clinical Psychology

Frances M. Parks, PhD, ABPP

University of Texas, Austin

Program Chair, Associate Professor, Clinical Psychology Programs

Susan Demattos, PhD

Fielding Institute

Associate Professor, Clinical Psychology

Pamela D. Fitzgerald, PhD

University of Illinois, Urbana-Champaign

Associate Professor, Clinical Psychology

Robert Grubbs, PhD

University of Kansas, Lawrence

Associate Professor, Clinical Psychology

Douglas M. Kerr, PhD

University of Denver

Associate Professor, Clinical Psychology

Norman J. Mar, PhD

Boston University

Associate Professor, Clinical Psychology

Nina Parker-Cohen, PhD

University of Virginia, University of Utah

Director of Practicum and Internship Training, Associate Professor, Clinical Psychology

David E. Walker, PhD

University of Detroit, Mercy

Associate Professor, Clinical Psychology

Dana Waters, PsyD, ABPP

Adler School of Professional Psychology

Associate Professor, Clinical Psychology

Douglas Whiteside, PhD, ABPP

University of Nebraska, Lincoln

Associate Professor, Clinical Psychology

Marya Barey, PhD

University of Missouri

Adjunct Professor, Clinical Psychology

Keri R. Clark, PhD

Pacific Graduate School of Psychology

Adjunct Professor, Clinical Psychology

Nancy Bruce-Cook, PsyD

Washington School of Professional Psychology, Argosy University, Seattle

Adjunct Professor, Clinical Psychology

Tracy Foster, PsyD

Argosy University, Seattle

Adjunct Professor, Clinical Psychology

Enid Griffin, PsyD

Argosy University, Seattle

Adjunct Professor, Clinical Psychology

John M. Haroian, PsyD

California School of Professional Psychology

Adjunct Professor, Clinical Psychology

Lisa Heaton, PhD

University of Kentucky

Adjunct Professor, Clinical Psychology

Rick Mahurin, PhD

University of Houston

Adjunct Professor, Clinical Psychology

Pamela Sarlund-Heinrich, PsyD

Argosy University

Adjunct Professor, Clinical Psychology

Counseling Psychology

Diedra L. Clay, PsyD

Argosy University, Seattle

Program Chair, Associate Professor, Counseling Psychology Programs

Cheryl Glickauf-Hughes

University of Wisconsin-Madison

Associate Professor, Counseling Psychology

David D. Moore, PhD

University of Washington

Associate Professor, Counseling Psychology

Brian Riedesel, PhD

University of Utah

Associate Professor, Counseling Psychology

Bill Roedel, PhD

Loyola College, Maryland, Catholic University, Washington, D.C.

Director of Practicum and Internship Training, Associate Professor, Counseling Psychology

Laura Bonner, PhD

California School of Forensic Psychology

Adjunct Professor, Counseling Psychology

Shirley Blair, PhD

Adler School of Professional Psychology

Adjunct Professor, Counseling Psychology

Taissia Chatilo, PsyD

Professional School of Psychology

Adjunct Professor, Counseling Psychology

Suz G. Coan, PsyD

Pacific University

Adjunct Professor, Counseling Psychology

Lynn Dhanak, PhD

University of Washington

Adjunct Professor, Counseling Psychology

Deborah Griffith, PsyD

United States International University

Adjunct Professor, Counseling Psychology

COLLEGE OF UNDERGRADUATE STUDIES

Doug Shirley, MEd, MDiv

Temple University, Mars Hill Graduate School

Program Chair, , Undergraduate Programs

Assistant Professor

Anders Andersen, MA

University of Arizona

Adjunct Professor, Undergraduate Psychology

Cheri Baker, MA

Antioch University

Adjunct Professor, Undergraduate Programs

Katie Bold, PhD

Princeton University

Adjunct Professor, Undergraduate Programs

Johnson Chang, PsyD

Alliant International University

Adjunct Professor, Undergraduate Programs

Suska I. Davis, PhD

California Institute of Integral Studies

Adjunct Professor, Undergraduate Psychology

Joshua Epperson, MA

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Adjunct Professor, Undergraduate Programs

Ann Hungar, MD

George Washington University

Adjunct Professor, Undergraduate Programs

Julie Kinn, MA

University of North Carolina

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Devin Marsh, PhD

Washington State University

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Shannon Patterson, MS

Pepperdine University

Adjunct Professor, Undergraduate Programs

Ken Turner, ME

University of Georgia

Adjunct Professor, Undergraduate Programs

Clark Wellman, MS

University of Southern California

Adjunct Professor, Undergraduate Programs

APPENDIX II

CAMPUS DIRECTORY

Argosy University, Seattle

2601-A Elliott Avenue

Seattle, WA 98121

Phone: 206.283.4500

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Fax: 206.283.5777

To Dial, use 206.393.xxxx

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Emergency Security		911 206.571.2703	

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 2, 2010	New Student Orientation Accuplacer Exam (Undergraduate Students)
September 6, 2010	Labor Day (Campus Closed)
September 7, 2010	Fall 2010 Semester Begins; Fall 2010 Semester Session I Begins
September 8, 2010	Conversations Series: Treatment Centers and Case Management: The Current Gold Standards in Adolescent Addiction Treatment: Moore
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>
September 18, 2010	Accuplacer Exam (Undergraduate Students)

October 2010

October 4, 2010	Accuplacer Exam (Undergraduate Students)
October 11, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I—7 ½ week courses
October 13, 2010	Conversations Series: Dreams, Reflections, and Everyday Life: Parks
October 18, 2010	Spring 2011 Registration Begins
October 21, 2010	New Student Orientation Accuplacer Exam (Undergraduate Students)
October 24, 2010	Commencement
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 6, 2010	Final Grades Due from Faculty Fall 2010 Semester Session I—7 ½ week courses Accuplacer Exam (Undergraduate Students)
November 10, 2010	Conversations Series: Seizing the Brass Ring: Degree Completion in America: Dyer Spring 2011 Late Registration Deadline
November 11, 2010	Spring 2011 Petition to Graduate
November 14, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I— 15 week courses
November 16, 2010	College of Business and College of Education Comprehensive Exam
November 22, 2010	Accuplacer Exam (Undergraduate Students)
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 Spring 2011 Scholarship Deadline
December 18, 2010	Fall 2010 Semester Ends; Fall 2010 Semester Session II Ends
December 24-27, 2010	Christmas Holiday (Campus Closed)
December 28, 2010	Final Grades Due from Faculty Fall 2010 Semester 15 week courses and Session II 7 ½ week courses
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 6, 2011	New Student Orientation Accuplacer Exam
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 <i>EOB as posted by Student Services/Registrar office hours</i>
January 21, 2011	Course Drop Deadline For Spring 2011 Semester Session I— 15 week courses <i>EOB as posted by Student Services/Registrar office hours</i>
January 22, 2011	Accuplacer Exam (Undergraduate Students)
January 25, 2011	College of Business/College of Education Comprehensive Exam
February 2011	
February 2, 2011	CCE for PsyD in Clinical Psychology Students Due (5:00pm PST)
February 4, 2011	Summer 2011 Final Schedule Available
February 7, 2011	Accuplacer Exam (Undergraduate Students)

February 13, 2011	Grade of “W” Deadline for Spring 2011 Semester Session I—7 ½ week courses
February 15, 2011	Counseling Psychology Practicum Intent Form Due
February 18, 2011	President’s Day Observed (Campus Closed) Summer 2011 Registration Begins
February 24, 2011	New Student Orientation Accuplacer Exam (Undergraduate Students)

March 2011

March 1, 2011	2011-2012 FAFSA Web Application Due
March 2, 2011	Spring 2011 Semester Session I Ends
March 3, 2011	Spring 2011 Semester Session II Begins

March 9, 2011	PCE for MA in Clinical Psychology Students Due (5:00 pm PST)
March 11, 2011	Course Drop Deadline For Spring 2011 Semester Session II—7 ½ week courses
	<i>EOB as posted by Student Services/Registrar office hours</i>
March 12, 2011	Accuplacer Exam (Undergraduate Students) Final Grades Due from Faculty Spring 2011 Session I—7 ½ week courses
March 17, 2011	Summer 2011 Late Registration Deadline
March 18, 2011	Summer 2011 Petition to Graduate Due
March 19, 2011	Grade of “W” Deadline for Spring 2011 Semester Session I—15 week courses
March 22, 2011	College of Business/College of Education Comprehensive Exam
March 28, 2011	Accuplacer Exam (Undergraduate Students)
April 2011	
April 1, 2011	Summer 2011 Scholarship Deadline 2011-2012 Institutional Financial Aid Application Due
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
April 30, 2011	Final Grades Due from Faculty Spring 2011 15 week courses and Session II 7 ½ week courses

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 5, 2011 New Student Orientation
Accuplacer Exam (Undergraduate Students)
- 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 24, 2011 Accuplacer Exam (Undergraduate Students)
College of Business/College of Education Comprehensive Examination
- May 30, 2011 Memorial Day (Campus Closed)

June 2011

- June 3, 2011 Counseling Psychology PCE and CCE Due
- June 6, 2011 Accuplacer Exam (Undergraduate Students)
- June 12, 2011 Grade of “W” Deadline for Summer 2011 Semester Session I—7 ½ week courses
- June 23, 2011 New Student Orientation
Accuplacer Exam (Undergraduate Students)
- 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 9, 2011 Final Grades Dues from Faculty Summer 2011 Semester Session I—7 ½ week course
Accuplacer Exam (Undergraduate Students)
- July 16, 2011 Grade of “W” Deadline for Summer 2011 Semester Session I—15 week courses
- July 19, 2011 College of Business/College of Education Comprehensive Exam
- July 25, 2011 Accuplacer Exam (Undergraduate Students)

August 2011

- August 1, 2011 Counseling Psychology Practicum Contract Due
- 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
- August 30, 2011 Final Grades Due from Faculty Summer 2011 Semester 15 Week Courses and Session II—7 ½ week courses