
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: _____

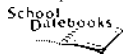
Address: _____

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.



©2008 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

SECTION ONE INTRODUCTION	3	SECTION FIVE HEALTH/SAFETY POLICIES	18
About This Handbook.....	3	AND PROCEDURES	18
Welcome	3	Introduction	18
Jurisdiction Subject to Change	3	Reporting Crimes and Emergencies	18
SECTION TWO CAMPUS AND STUDENT		Security and Access.....	18
SERVICES INFORMATION	4	Campus Law Enforcement	19
Facilities	4	Campus Security Procedures and Practices	
Campus Organization.....	4	Programs.....	19
Building and Office Hours	4	Crime Prevention Programs	19
Administration Contact Information	5	Monitoring and Recording Off Campus	
Academic Services/ Advising.....	5	Criminal Activity.....	19
Academic Resources	6	Statement of Policy on the Possession, Use,	
Websites & Publications	6	and Sale of Alcoholic Beverages and Illegal	
Emergency Procedures/Closings.....	6	Drugs.....	19
Photo Identification and Access Card	7	Drug and Alcohol Abuse Education Programs ...	20
Visitor Policy	7	Sexual Assault Programs and Sex Offense	
Smoking Policy	7	Prevention	20
Animals on Campus.....	7	Crime Statistics.....	22
Personal Property	7	Crime Statistics for Criminal Offense	
Appropriate Attire.....	7	Occurrences Report to Local Police or	
Posters, Flyers and Banners.....	8	Campus Officials	22
Portable Communication Devices	8	Number of Occurrences Reported in Relation	
Student Messages.....	8	to Hate Crimes.....	23
Argosy University Email Instructions		Crime Statistics for Arrests on Campus	23
(Technology Requirements).....	8	Drug Free Workplace and Campus.....	24
Lost & Found	8	Effects of Drugs and Alcohol.....	24
Voter Registration.....	8	Health Risks Associated with the Use of	
SECTION THREE LIBRARY, COMPUTER		Alcohol.....	24
LAB AND TEXTBOOKS	9	Health Risks Associated with the Use of	
Library.....	9	Drugs.....	25
Library Hours.....	10	Sanctions.....	26
Textbook and Course Materials Purchasing.....	10	Convictions for Drug-Related Offenses	28
Computer Lab.....	10	Danger Signals Indicating a Drug or Alcohol	
SECTION FOUR STUDENT SERVICES		Problem.....	28
AND RESOURCES	11	Counseling	29
Registrar.....	11	Atlanta Area Resources.....	29
Online Course Registration	12	APPENDIX I FACULTY	30
Priority of Registration	13	Campus President.....	30
Add/Drop Registration	13	Core Faculty - Clinical Psychology	30
Submit Changes.....	13	Core Faculty - Counselor Education	31
Late Registration.....	13	Core Faculty - Business	31
Course Availability/Cancellation.....	13	Core Faculty - Education.....	32
Online Student Information	14	Core Faculty - Psychology, Undergraduate.....	32
Other Links Under "AU Student Link"	14	APPENDIX II CAMPUS DIRECTORY	33
Course Transfers/Waivers	14	Campus Administration	33
Information Changes	14	Academic Program Administration.....	33
Student Affairs	14	Admissions/Enrollment Services	34
Disabilities.....	14	Student Services and Office of the Registrar	35
Student Evaluations/Surveys.....	15	Student Finance/Financial Aid	35
Graduation	15	Core Faculty	36
Petition for Degree Completion	15	Library.....	37
Commencement Ceremony.....	15	APPENDIX III ACADEMIC CALENDAR	38
Student Government.....	15	Academic Calendar 2008-2009.....	38
Student Organizations/Student Activities.....	15	Holidays 2008-2009.....	38
Professional Organizations	15		
Career Services	16		
Student Finance	16		
Financial Assistance and Scholarships	16		

SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your *Argosy University, Atlanta Student Handbook* is a valuable resource as you progress through your academic program. The handbook makes it easy to find information about resources available and includes policies and procedures that are important for you to read and understand. This handbook can serve as a guide for campus specific information. *The Argosy University, Atlanta Student Handbook* incorporates by reference the *Argosy University 2008–2009 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.

WELCOME

From The Campus President

Welcome to Argosy University, Atlanta. The purpose of the *Student Handbook* is to describe campus policies and procedures that will help you navigate our programs with clarity and success. We offer programs distinguished by an outstanding faculty who deliver quality instruction, and provide you with current, up to date examples. The administration and faculty have developed administrative and academic procedures designed to ensure that our students receive the preparation needed for their professional careers. 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. Observance of these procedures by faculty, students, and staff will make for a harmonious working partnership and create 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 in our programs. Our very best wishes to you as you pursue your education and career goals.

Edward L. Bouie, EdD

Campus President

Argosy University, Atlanta

JURISDICTION SUBJECT TO CHANGE

Argosy University, Atlanta reserves the right to change the policies contained within this Student Handbook from time to time. Notice is not required for a new policy to take effect, however Argosy University, Atlanta will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the University administration.

SECTION TWO

CAMPUS AND STUDENT SERVICES INFORMATION

FACILITIES

Location

Argosy University, Atlanta is located at 980 Hammond Drive, Suites 100, 200 and 400 of Building Two in Atlanta, Georgia. The school offers easy access to, libraries, shops, restaurants, theaters, art museums, and tourist attractions. In addition, Georgia's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Offices

Administrative and faculty offices include all faculty, department heads, training department administrators and assistants, campus administrators and administrative assistants, admissions, student services, registrar, and student finance personnel.

Classrooms

There are currently 31 classrooms and three computer labs that provide for class sizes from eight to 30 students at the Atlanta location.

Library

The Argosy University, Atlanta Library maintains a collection of books, journals, videotapes, test instruments, dissertations, and clinical research projects focused on clinical psychology, professional counseling, education, and business. The library's catalog of materials may be accessed online at <http://library.argosy.edu>.

Student Lounge

The student lounge offers vending machines, microwave ovens, tables for eating and studying, and bulletin boards.

CAMPUS ORGANIZATION

The administrative offices for Argosy University, Atlanta (campus president's office, financial aid, registrars, student services, and admissions) are located in Suite 100. The Counselor Education programs, Undergraduate program, and Business program administrative and faculty offices are located in Suite 200. The Education program and Clinical Psychology program administrative and faculty offices are located in Suite 400. Computer labs are located on the first, second, and fourth floors. Argosy University, Atlanta library is located in Suite 400.

BUILDING AND OFFICE HOURS

The main offices of Argosy University, Atlanta are open from 9:00 a.m. to 6:00 p.m., Monday through Friday (including breaks between semesters).

Student Services: 8:30 a.m. – 6:30 p.m. Monday through Friday and 8:30 a.m. – 2:30 p.m. Saturday.

Admissions: 8:00 a.m. – 8:00 p.m. Monday through Friday and 9:00 a.m. – 1:00 p.m. Saturday.

Library: 8:00 a.m. – 10:00 p.m. Monday through Friday 8:00 a.m. – 8:00 p.m. Saturday and Sunday

Computer Lab: 24 hours throughout the year. Student Access Card required for entry after hours into the building and entrance into the computer labs.

ADMINISTRATION CONTACT INFORMATION

Fax: 770/407-1110

Name and Campus Extension

Edward L. Bouie, ext. 1001

Campus President

Murray Bradfield, ext. 1052

Vice President for Academic Affairs

Charlene S. Krueger, ext. 1001

Executive Assistant to the campus president

Christie Vozniak, ext. 1156

Administrative Assistant to the vice president of Academic Affairs

Faith R. Gaspie-Ellis, ext. 1085

Director of Human Resources

Bonnie Goins, ext. 1002

Human Services Coordinator

Zack Poyan, ext. 1046

Director of Administrative & Financial Services

Christina Lewis, ext. 1064

Administrative & Financial Services Coordinator

Reginald Gray, ext. 1076

Maintenance Technician

Jack Wise, ext. 1111

Director of Technology

Steve Burrell, ext. 1114

IT Technician 1

ACADEMIC SERVICES/ADVISING

Student Advisement

Upon admission to a program, each new student is assigned a faculty advisor who will guide the student in the selection of courses and general academic matters. Student advising is an important part of the academic programs at Argosy University, Atlanta. In the event that a student and the faculty advisor are unable to develop a harmonious working relationship, a student may request a new faculty advisor, upon written request in a letter directed to the program chair or a designee. If the program chair or a designee is the advisor for whom the student seeks replacement, the written request should be directed to the Campus Vice President of Academic Affairs or designee. Advisor assignment varies by program. See the program director for your program of study at the Argosy University, Atlanta for details.

Ethnic-Racial Student Support

Argosy University, Atlanta recognizes the importance of cultural diversity and individual differences, commits itself to admit, educate, and support students from diverse backgrounds, and prepares students to provide services to diverse populations. The Argosy University, Atlanta community actively supports all students through faculty leadership, administrative support and student groups. Students can also find support and advisement through the Multicultural Student Union (MSU).

International Student Advisement

International students should seek regular advisement from the Designated School Official (DSO), the Director of Student Services, to ensure that all of their paperwork is current and in compliance with immigration laws. This is especially important if an international student wishes to travel abroad, to begin a practicum or internship, to secure any type of employment, or to change any aspect of their immigration status.

Student Services Advisement

The Student Services Department is responsible for providing advisement to students on general administrative issues. In addition, staff members in that department are responsible for directing students to other departments for assistance.

Student Evaluation

Depending on program of study, faculty members are required to submit a Student Evaluation and Grade Sheet for each student enrolled in a course no later than eight days from the last day of the course. Each student will receive an individual copy of his/her Student Evaluation and Grade Sheet. On this report the faculty member will place:

- The student's final, overall grade for the course
- Observations on performance in specific areas, where applicable
- Additional information and comments, where appropriate

Student Evaluation and Grade Sheets are placed in the student's academic file and retained there. They are also distributed to the student's advisor and the Office of the Registrar.

ACADEMIC RESOURCES

Argosy University, Atlanta offers students many academic resources. The academic lab is located on the fourth floor. An assessment library is available to our psychology students to explore various psychological testing tools and instruments. The Argosy University, Atlanta library is another source of academic information. Please feel free to stop by or make an appointment with the librarian for additional help and information. The Academic Resource Lab is located in Room# 402B

WEBSITES & PUBLICATIONS

www.argosy.edu

www.gspp.edu View campus and program specific information

<http://banner.argosy.edu> Access to student email, student accounts, register for classes

www.myeclassonline.com Access online, blended, and 100% online classes.

EMERGENCY PROCEDURES/CLOSINGS

Fires

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers on each floor of the school. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire, and he/she will alert the fire department.

Emergency Evacuation

When the fire alarm sounds, or under direction from the building security, students should go to the closest exit or stairway. In case of emergency evacuation at Argosy University, Atlanta, physically challenged students and employees should report to the freight elevator located in the center of the main corridor and wait for emergency personnel. Elevators should not be used.

Police

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

Building Security

To summon the guard in the lobby, call the emergency number listed to complete a report:

Atlanta: 770.261.4016

Argosy University, Atlanta Administrator on Duty: 678.485.7509 (available via cell phone: Fridays, Saturdays, and Sundays)

Theft

If a theft has taken place, please report it immediately to the receptionist, or call the guard in the lobby using the number listed here:

Atlanta: 770.261.4016

Accidents and Illness

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 911.

Anyone who is injured or becomes ill at the school 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. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by the procedure described above.

Incident Reports

A complete report of every incident, no matter how minor, should be made to Student Services (770.671.1200) within 48 hours. The following information will be required: time and place of accident, how 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 campus may be closed by the campus president or designee. Notification via television reports is made on TV channel, 11 Alive, WXIA Atlanta. Students and employees can also call the school's main phone at 770.671.1200. Choose option 7 for special announcements and weather related closings.

PHOTO IDENTIFICATION AND ACCESS CARD

All faculty and students are required to have a Building Access Control Card to enter and leave the premises after 6:00 p.m. and on weekends. The main doors to the offices at Argosy University, Atlanta are only open between 8:30 a.m. and 6:30 p.m. Monday through Friday, and Saturday 8:30 a.m. to 2:30 p.m. To obtain an access card, contact Student Services, complete the Access Control Card Request Form, and take your photo. Access cards are a controlled item and should never be loaned or given to anyone. If lost, notify student services immediately. Replacements are available for a fee.

VISITOR POLICY

Students are responsible for visitors that accompany them on campus. All other visitors should report to the receptionist in Suite 100.

SMOKING POLICY

Argosy University, Atlanta provides a non-smoking work and study environment. Building regulations further prohibit smoking on or immediately in front of the premises.

ANIMALS ON CAMPUS

Animals are not allowed on campus unless they are designated as service animals.

PERSONAL PROPERTY

Argosy University, Atlanta incurs no responsibility for personal property. Ensure personal property is secured at all times.

APPROPRIATE ATTIRE

Refrain from wearing clothing with offensive words or phrases, symbols, or pictures.

POSTERS, FLYERS AND BANNERS

All posters, flyers, and banners must be approved by the Campus President's Executive Assistant located in Room #108.

PORTABLE COMMUNICATION DEVICES

Portable communication devices may be banned from use in the classroom. Please check with your professor or program chair.

STUDENT MESSAGES

All student messages generated by Argosy University, Atlanta staff and faculty will go to your Argosy University student email account.

ARGOSY UNIVERSITY EMAIL INSTRUCTIONS (TECHNOLOGY REQUIREMENTS)

Your new Argosy University, Atlanta student email account is now active. This address will be your primary/preferred address by which the University will communicate with you. You will have the ability to forward mail to any personal account. You will also be able to access this account through the current Student Link system. To login to the email you will need your full student email address. Your password to the email system will be the same as your PIN number for the Student Link. If you do not know your PIN please contact student services to have it reset. Please follow the specific instructions below:

1. When you have Entered Secure Area, click on "Personal Information"
2. Select "View Email Addresses". Make note of your Argosy University preferred email address as you will need the entire address to access the system. (Please remember that your "Password/PIN" is the same as the one used for the Student Link)
3. Click on the "Back" button, and select "AU/Atlanta Email". You are asked to enter your "Login" and "Password"
4. Note: If your mailbox is full you will not be able to receive mail. In such case, please clean up your inbox by deleting old messages.

To obtain more detailed instructions, please go to www.gspp.edu. The login is "gspp" and the password is "wonderful". Scroll down to "Argosy University Email Instructions."

These email accounts are managed through an outside vendor. If you require assistance please contact us at atl.stu.emailhelp@argosy.edu or go to Student Link and follow the instructions. It is also important to be aware that if your Student Link account is "disabled," due to student dismissal from a program you will also not be able to access your student email account. Additionally, once you graduate from Argosy University (or withdraw), your email account will be deactivated.

Argosy University, Atlanta now offers wireless internet to our students. For more information log onto <http://www.gspp.edu> and click the link for *Wireless Internet Access on the Atlanta Campus* on the welcome page. If you have anymore questions please contact the university IT department.

LOST & FOUND

If you have lost or misplaced anything while on campus you can check the following places for your personal belonging(s): library information desk, admissions reception desk, student services and the security desk for the building located in the lobby on the first floor.

VOTER REGISTRATION

For information on voting in Georgia, visit the Secretary of State's Office at <http://www.sos.state.ga.us/cgi-bin/register.asp>.

SECTION THREE

LIBRARY, COMPUTER LAB AND TEXTBOOKS

LIBRARY

The Argosy University, Atlanta Library maintains a collection of books, journals, videotapes, test instruments, dissertations, and clinical research projects focused on clinical psychology, professional counseling, education, and business. The Library's catalog of materials may be accessed online at <http://library.argosy.edu>.

The library's website provides access to a variety of full-text periodical databases. Over 20,000 journal titles are available full-text through these resources.

EBSCOHOST

- Academic Search Premier

- Business Source Premier

- ERIC

MEDLINE

- Professional Development Collection

- PsycArticles

- PsycInfo

- Psychology and Behavioral Sciences Collection

- Regional Business News

- SocIndex

LIRN

- Business and Company Resource Center

- Expanded Academic ASAP

- General Business File ASAP

- InfoTrac Criminal Justice Collection

- ProQuest Research Library

GALILEO – Georgia Library Learning Online

- ABI/Inform

Lexis Nexis

- University of Georgia Electronic Dissertations and Theses

- WorldCat – Catalog of worldwide libraries

A-Z Full-Text Journal Locator

Digital Dissertations

Mental Measurements Yearbook

RefWorks

Paper journal subscriptions are available for program related areas with a significant back file available for some of the items not available in electronic full-text format. Additionally, interlibrary loan is available for books or journal articles not available on site. Argosy University, Atlanta is a member of GOLD (Georgia Online Database), SOLINET (Southeastern Library Network), GPALS (Georgia Private Academic Libraries), and OCLC, a national library cooperative.

The library has nine student access computers based on the Windows platforms, with a continuous T1 connection to the Internet. Microsoft Office Suite is available on all computers as well as SPSS. Two copy machines are located in the library as well.

Two full-time professional librarians are available to work with student research needs and a full-time library paraprofessional works primarily with interlibrary loan.

LIBRARY HOURS

Monday-Friday 8 am to 10 pm

Saturday-Sunday 8 am to 8 pm

TEXTBOOK AND COURSE MATERIALS PURCHASING

Textbooks are available from MBS Direct Textbook and Materials. The toll free number for MBS is 1.800.325.3252. The toll free fax number is 800.499.0143. Their web site is located at www.mbsbooks.com/direct.html. Students may also purchase their materials through other vendors. If you have anymore questions about ordering textbook and course materials please contact your instructor or your program coordinator.

COMPUTER LAB

The university has computer labs located in suites 100, 200 and 400. The computers in the lab are equipped with Microsoft Office, SPSS and other vital programs that are available for students to use. The computer labs are available 24 hours, 7 days a week. In order to gain access you will need your access control card. If you do not have or have lost your ID please come pass the department of student services during normal business hours.

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

Transcripts

Requests for transcripts are made to the Registrar's office. Transcript Request forms are available in the Registrar's office. The Family Education Rights and Privacy Act of 1974 requires that all transcript requests be submitted in writing and be signed by the former or current student. Telephone requests for transcripts cannot be processed. Requests may be submitted by fax at 770.407.1110 and should include the student's name, ID number, date of birth, address of the recipient, and signature. Transcript requests without a signature will not be processed. The Registrar's office will release transcripts only when students have met all their financial, and in some cases, academic obligations to the school. Transcript requests are processed weekly.

Registration and Enrollment

Students intending to enroll for a given semester must register during the registration period and complete plans for payment of tuition and fees according to the tuition payment policy. Students MUST be continuously enrolled in their program of study from the time of matriculation through graduation. Enrollment in either Part I or Part II of a semester will satisfy this requirement. Students who need to take time off due to medical or other significant reasons may do so. However, the student MUST complete a Temporary Withdrawal form and get approval from his/her Academic Advisor prior to taking the leave. (*see Appendix IV, Argosy University Registration Planning Guide 2008-2009*). Please note that we will be changing registration systems during the summer of 2008. Please check with the Student Services Office for information about the new registration site.

Course Registration on the Web

Steps for Web Registration:

Step 1

Determine your schedule, have alternatives available in the event a class or section is closed

Step 2

Go to <http://www.argosy.edu>

- Click on Current Students
- Log on to Argosy University Student Link using your social security number and your Student Link Pin code
- Go to Student Services & Financial Aid menu
- Select Update Email Address(es) and check that your current Email address is correct (This step must be completed prior to Registration).
- Select Registration to review your academic information and eligibility to register

Step 3

Select Term (for example: ATLANTA FALL 2008)

- Select Look Up Classes to Add: This will give you any updates/changes to the schedule that may have occurred since printing of the Registration Bulletin
- Place a check in the box farthest to the left for courses you would like to add. Closed courses are marked with a "C" and no box will be shown
- After adding all the courses you want—click Register
- Review steps to complete your registration and verify credit hours & tuition/fee totals
- Press Continue

- Return to Registration page and select Student Schedule Day and Time. Review your selections and print out a copy of your schedule for future reference—this site serves as your official registration confirmation. Paper schedules will not be distributed through Student Service
- Be sure to close your browser when finished

ONLINE COURSE REGISTRATION

The information below pertains to accessing your online courses and contacting technical support.

	Courses with section number BL or OL	Courses with section number OH
Email Information	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner
Website	www.argosy.edu/studentlink Students will have access to their course 3-days before first day of class.	www.argosy.edu/studentlink Students will have access to their course 3-days before first day of class.
Log-in	Username and password will be emailed to you at least one week before the session start date.	Username and password will be emailed to you at least one week before the session start date.
Orientation	Highly recommended that you complete before starting courses. The link and login information will emailed to you three weeks before the session starts.	Highly recommended that you complete before starting courses. The link and login information will emailed to you three weeks before the session starts.
Participation	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.
Textbooks	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/auonline.htm
Technical Support	Call 1-866-481-5562, or email argosyhelpdesk@college.com	Call 1-888-720-6654
Student Support	<u>Student</u> Support Form can be found at www.argosy.edu/studentlink	<u>Student</u> Support Form can be found at www.argosy.edu/studentlink

PRIORITY OF REGISTRATION

Because some courses are limited in size, registration priorities have been set up to determine the order of processing in registration. Care will be taken to enable that registration to proceed efficiently. Argosy University, Atlanta establishes a course registration priority system based upon the year of course and the student's year of entry into the school. Students who submit their registration materials late forfeit their priority. Priority is based on the year the student is scheduled to take the course and the student's year in program. For example, a first-year student has priority for first-year courses; a third year student has priority for third year courses. In addition, some course sections are reserved for students who have elected to pursue a concentration.

ADD/DROP REGISTRATION

Go online to www.argosy.edu

Follow the 'Current Student' link to the 'AU Student Link' and click on 'Enter Secure Area'. You will login using your social security number as your username and your date of birth as your personal PIN.

Check Your Registration Status option on the Menu for the term in which you wish to register. Add/Drop classes as needed.

(See Appendix V, Course Add/Drop Deadlines)

SUBMIT CHANGES

Once you have completed your add/drop selections, click on 'Submit Changes' to complete the registration process. Confirmations are available online at www.argosy.edu through the 'Student Link' section of the site. Students already registered may add a class during the registration period by completing and submitting a signed and dated Add/Drop Request Form to the Registrar's office. Students may not add a given class to their schedule if the course is closed. The University does not accept schedule changes by telephone. The Registrar's office strongly urges all students to complete their entire course schedule during the official registration period. Most courses are closed by the end of the 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 has already met once, students must obtain the written approval of the faculty member. Students are not permitted to add a course after two class meetings. Students who want to drop a class may do so by submitting a signed and dated Add/Drop Request Form to the Registrar's office. No fee is charged for submitting a request to drop a course before the first day of the semester. All requests received on or after the first day of the semester are charged a drop fee. This does not include students temporarily withdrawing from the institution.

LATE REGISTRATION

Late registration is allowed with the permission of the Registrar, provided that the courses have not been closed to additional enrollment. A late fee may be assessed to any student who registers after the registration deadline.

COURSE AVAILABILITY/CANCELLATION

While the School makes every effort to provide sufficient course sections for students, Argosy University, Atlanta reserves the right to cancel any course in which there is insufficient enrollment. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course.

ONLINE STUDENT INFORMATION

www.gspp.edu (User Name: gspp Password: wonderful)

- Textbooks (Direct Link to MBS Direct)
- Directions to Campus, etc.
- Student Services (forms)
- Campus Directory
- Student Directory

(To access enter www.gspp.edu. in your Web browser. Once the page loads, hit the “enter” key and you should be prompted with a box that says “Enter Network Password.” Type the username and password here. Once you enter the username and password click “OK” and the page will load. The first electronic page should have a picture of the Argosy University, Atlanta.)

OTHER LINKS UNDER "AU STUDENT LINK"

- www.argosy.edu
 - Current Students (Click on “Current Students” icon)
 - Argosy University Student Link (Click on “AU Student Link”)
 - PIN (Follow PIN Registration Directions on site) (Please contact Student Services to have you PIN reset) Direct Link to Argosy University Online
1. Other Links once logged in to “Current Student”
 - Registration
 - Student Schedule
 - Update email address
 - Check Financial Aid status
 2. Other Links
 - Financial Aid
 - Admissions
 - Career Services, etc.

Questions? Contact Student Services at 770.671.1200.

COURSE TRANSFERS/WAIVERS

Please contact your advisor for information on course transfers and waivers.

INFORMATION CHANGES

If you would like to change your name, address, telephone number or any other type of demographic information, you can find the necessary form(s) on the gspp website and fax it to student services at 770-407-1110, with its attention to the registrar’s office. For any more information about changing student data please contact the registrar’s department at 770-671-1200.

STUDENT AFFAIRS

DISABILITIES

Argosy University, Atlanta 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, Atlanta.

Argosy University, Atlanta 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 in Suite 100, telephone number 770-407-1037. Complaints will be handled in accordance with the University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

International Student Information

International students should contact the Designated Student Official for administrative advisement and assistance. Call 770-621-1200.

Health/Liability Insurance

Argosy University, Atlanta strongly encourages all students to maintain adequate health insurance while in school. Students can enroll on-line at <https://secure.visit-aci.com/au> to obtain student medical insurance sponsored by National Collegiate Underwriters & Administrators, Inc.

STUDENT EVALUATIONS/SURVEYS

The Noel Levitz Adult Student Satisfaction Survey is administered in the Spring Semester of the academic year.

GRADUATION

PETITION FOR DEGREE COMPLETION

All students who wish to graduate and those who do not intend to participate in the ceremony must complete the Petition for Degree Completion form and submit it to the director of Student Services.

COMMENCEMENT CEREMONY

Argosy University, Atlanta generally holds its commencement ceremony each year in October or November. Students who wish to participate in this event must have completed the Petition for Degree Completion, the Graduate Survey, paid the appropriate fee, and have completed ALL program requirements by the date of the ceremony. Please Note: The appropriate deadline dates for application can be found on the Petition for Degree Completion form which is located on the gssp website, and in the Student Services Department.

STUDENT GOVERNMENT

The primary purpose of the campus Student Government Association is to represent student concerns, facilitate communications, and assist the faculty and administration in promoting the welfare of the campus. Through participation on various campus committees, the Student Government Association often develops and impacts policymaking on the campus. The senate is also responsible for organizing social gatherings, providing confidential advice relating to school matters, assisting with orientation, and selecting student representation for committees. For more information, contact the director of Student Services.

STUDENT ORGANIZATIONS/STUDENT ACTIVITIES

Argosy University, Atlanta offers many organizations that students can join. Student organizations are a critical component of higher educational institutions. They serve to cultivate learning, promote diversity, and ensure community awareness among the student body. The following student organizations are present on campus: Minority Student Union, Cross Cultural Connection, Clinical Student Council, Volunteer Club, Licensed Professional Counselors - Student Affiliate Organization, Argosy Undergraduate Association.

PROFESSIONAL ORGANIZATIONS

Chi Sigma Iota: The International Honor Society for students, professional counselors and counselor educators

CAREER SERVICES

Argosy University, Atlanta Alumni/Career Services office is dedicated to assisting our students and alumni in reaching their career and employment goals. The Career Service Office is designed to provide an array of services. These services include career planning, resume and cover letter development, job search and referral assistance, on site career fairs and important industry and professional event information.

Upon graduation we encourage alumni to stay connected through Argosy University's online alumni community. This website provides you with the opportunity to establish relationships with other graduates and professionals within the community. The Alumni/Career Services office continues to meet alumni needs through various networking events such as professional workshops and seminars.

STUDENT FINANCE

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

The financial aid year is from May 5, 2008 through April 30, 2009, and includes the Summer 08, Fall 08, and Spring 09 terms. If you will be starting classes within these dates and want to apply for loans, please complete the 2008-2009 Financial Aid Applications.

To apply for Financial Aid, complete the following five steps: Please complete steps 1-3 immediately and allow approximately a week for processing prior to completing steps 4 and 5.

Step 1

In order to get started, you will need your FAFSA pin number from the Department of Education. If you do not have a pin number, you can request one at www.pin.ed.gov. Once you have received your PIN, the school encourages you to file your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. You will generally receive your PIN approximately within three days of when you apply. You can complete the FAFSA on the web without a pin, but you will have to print, sign and mail the signature page to the address provided on the form and it will significantly delay the process. The school code is 021799.

Step 2

Complete the Online Entrance Quiz for your Federal Stafford Loans at www.mapping-your-future.org. Click on "Entrance Counseling Interview" and then "Stafford Loans." Your school is in Atlanta, Georgia. Supply your name and Social Security Number at the end.

Step 3

Go to <https://banner.argosy.edu> to complete the Institutional Application. On the left, click on "General Financial Aid" and then "Download Financial Aid Forms" and then "Argosy University Financial Aid Application." Complete and Fax it back to 770 407-1110. Please make sure to include your social security number or your student ID.

Step 4

From the time you complete these requirements, you will have approximately one week to accept your Award. To accept your Award, please go to <https://banner.argosy.edu>; log into the secure site. Once you have logged in, click on "Student Services and Financial Aid", then click on "Financial aid", and then click on "Award Information" and finally "Accept award offer by aid year."

Step 5

Once all of your awards have been accepted and your requirements have been met, the School will certify your loans and you will then have to complete a MPN, Master Promissory Note, for your lender. In most cases, your lender will mail it out to you but you may also have the option of completing it online. The student finance department will also email you with your lender information once your loans have been certified. It is recommended that students do not complete a MPN until they have been contacted by either their lender or the student finance department.

Please keep in mind that this process takes 4-6 weeks from the time we receive your FAFSA, so if you want your financial aid refund check on time for next term, the process should be completed as soon as possible. Please contact us if you have any questions about the financial aid process.

Renato Toscano, Associate Director of Student Finance

Office 770-407-1051, Fax 770-407-1110

Email: rtoscano@argosy.edu

Rasheedah Andrews, Financial Aid Analyst

Office 770 407-1140, Fax 770-407-1110

Email: randrews@argosy.edu

Scholarships (Argosy University Merit Award)

Argosy University, Atlanta is pleased to offer scholarship opportunities in recognition of outstanding student achievement. Scholarship awards are available in two categories: scholarship awards for new students, and scholarship awards for currently enrolled students. For additional information please refer to the academic catalog. Applications are available in the Student Services Office.



**ARGOSY
UNIVERSITY.**

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

Campus Security Report and Crime Statistics
2008-2009 Academic Year

Argosy University, Atlanta
980 Hammond Drive, Suite 100
Atlanta, GA 30328
770-671-1200

INTRODUCTION

Argosy University, Atlanta is providing the following information to all of its employees and students as part of the institution's commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you have questions about this report, please contact Kim P. Ousley, director of Student Services at 770-407-1037.

REPORTING CRIMES AND EMERGENCIES

A safe school is everyone's responsibility. Each student, faculty, and staff member should follow security policies and procedures to ensure the safest possible environment. It is the policy of the institution that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should report criminal actions to the director of Student Services, either in person or by telephoning **Argosy University, Atlanta** at 770-671-1200 x 1037. If the director of Student Services is not available; students and employees should contact the Facilities Manager at 770-671-1200 ext 1046. An incident report will be filed for each report received. The Office of the Department of Student Services retains incident reports for a minimum of three years. The Office of Student Services will publish an incident report summary once per year. Names of victims and witnesses are never revealed in the annual disclosure of crime statistics report and that the reports taken of the crime are kept in a safe location. The report will be placed in the mailboxes of students and employees.

In the case of fire or medical emergencies, students and employees should dial 911. After dialing the emergency operator, the director of Student Services should be notified. If the director of Student Services is not available; students and employees should contact the Facilities Manager.

SECURITY AND ACCESS

It is the policy of the institution that access to all campus facilities is limited to authorized personnel, students, prospective students and invited visitors of Argosy University, Atlanta. During normal business hours, a Security Guard monitors access to the building. After normal business hours, the building is locked, and visitors must be let in by the Security Guard. Students and employees of Argosy University, Atlanta, along with other employees in the building, are issued access cards that they may use to enter the building. Effective immediately, all students **must** carry their student access cards at **all** times. Not only are they required to enter the building, soon they will be required for the elevators too. If you need a replacement, one can be obtained at the student services window for \$10.00. This should be completed ASAP.

Visitors are subject to school policies outlined in the *Argosy University Academic Catalog* and the campus handbook. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors.

CAMPUS LAW ENFORCEMENT

The buildings that Argosy University, Atlanta located in provide 24 hour a day security guards. While building security does not have the power to arrest, there is a liaison between the building security and the local police.

Students and employees are strongly urged to report promptly and accurately crimes to the director of Student Services and the local police department. The local police department will be informed of criminal actions that are reported to the director of Student Services, or the Facilities Manager.

The director of Student Services or the Facilities Manager will be responsible for contacting either the local police department and/or the Georgia Department of Public Safety to determine if any criminal offenses have occurred on campus without having been reported to the Office of Student Services. Information obtained regarding criminal offenses on campus will be included in the crime statistic summary. Students and employees will also be notified of criminal offenses on campus via the incident report summary. They will also be notified of any criminal offenses that pose a continuous threat to the community. If a continuous threat to the community exists, a special notification will be distributed to students and employees.

CAMPUS SECURITY PROCEDURES AND PRACTICES PROGRAMS

A staff member of Student Services will discuss campus security procedures and practices with students during mandatory orientation. During this discussion, special emphasis will be placed encouraging students and employees to be responsible for their own security and the security of others. Furthermore, the director of Student Services will coordinate the offering of a campus security workshop once per academic year, which will be open to students and employees. Also, the campus security procedures will be distributed to students and employees via the fall registration bulletin and via mailboxes once per academic year. They will also be posted in the student lounge. Individuals with questions about the Campus Crime Report should contact the director of Student Services.

CRIME PREVENTION PROGRAMS

A staff member of Student Services will discuss crime prevention with students during mandatory orientation. Members of the local police department will be invited to present. Furthermore, the Director of Student Services will offer a crime prevention workshop once per academic year, which is open to students and employees.

Also, information on crime prevention will be distributed to students and employees once per academic year.

MONITORING AND RECORDING OFF CAMPUS CRIMINAL ACTIVITY

Argosy University does not recognize any student organizations with off-campus locations.

STATEMENT OF POLICY ON THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

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 students and employees annually.

The following are the Argosy University, Atlanta policy for use of alcoholic beverages during school-sponsored functions:

1. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
2. Signs reciting the above municipal and state law will be posted in the student lounge.

3. Wine and beer are the only alcoholic beverages that may be served. Food must also be served simultaneously. Non-alcoholic beverages must also be offered.
4. Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
5. The school does not have a license for the sale of alcoholic beverages. Therefore, the sale of alcoholic beverages on the school premise or at any school-sponsored function is prohibited. For events, the school or the student government must provide alcoholic beverages.
6. Building leases require school's liability insurance policy in reference to alcohol to be on file prior to any event.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by Argosy University, Atlanta. The institution enforces all state and federal laws concerning illegal drugs.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

A staff member of Student Services will discuss drug and alcohol use policies and abuse prevention with students during mandatory orientation. Furthermore, the director of Student Services will coordinate the offering of a drug and alcohol education workshop once per academic year, which will be open to students and employees. Faculty with expertise in the area of drug and alcohol abuse prevention will be invited to present. If a faculty member is unable to present, an outside agency will be asked to present.

Also, information on drug and alcohol abuse prevention will be distributed to students and employees once per academic year.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

For students, the Office of Student Services will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the Department of Human Resources will provide referrals to specific programs of counseling, treatment, or rehabilitation.

SEXUAL ASSAULT PROGRAMS AND SEX OFFENSE PREVENTION

Education Programs

A staff member of Student Services will discuss sexual assault awareness, policies, and the prevention of acquaintance rape, and other forcible and non-forcible sex offenses, with students during mandatory orientation. Furthermore, the director of Student Services will coordinate the offering of a sexual assault awareness and prevention workshop once per academic year, which will be open to students and employees. Members of the local police department will be invited to present at the campus.

Also, information on sexual assault prevention will be distributed to students and employees via mailboxes once per academic year.

Information Regarding Registered Sex Offenders

In accordance with the Violent Crime Control Act of 1994 section 170101(j) information regarding sex offenders can be found on the Georgia Public Safety Department website at www.ganet.org/dps. The site provides information to the public concerning the location of sex offenders within Georgia or Tennessee. The Public Safety Department (DPS) has established this site according to the requirements of A.R.S. 13-3827. DPS is responsible for maintaining the site and annually verifying the address of all registered sex offenders. Additional information can be found in the Student Services office.

Procedures and the Option to Notify Law Enforcement

If an alleged sex offense has occurred, students and employees should contact the director of Student Services immediately. If the director of Student Services is not available, the campus president should be contacted. However students and employees are encouraged to exercise their right to call the local Police Department if they so choose. 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 local Police Department.

Campus personnel receiving a report of a sex offense will notify the victim or witness of the need to preserve evidence in the case of alleged sex offense. Victims are advised to seek medical treatment, which may include an evaluation for pregnancy or venereal disease. A medical examination is the only way to establish the extent of a victim's injuries and it may provide valuable evidence should the victim decide to pursue legal action against the perpetrator.

Counseling and Student Services

A list of off-campus counseling and mental health agencies available to assist a victim of sex offenses is available through the Argosy University Atlanta library. The Office of Student Services will assist a victim of a sex offense in locating and contacting a suitable agency for counseling.

Academic and Living Situation

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, Atlanta does not offer housing; it will not change a student's living situation.

Campus Disciplinary Actions

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.

Sanctions

If the institution determines a forcible or non-forcible sex offense has occurred, sanctions that may be imposed upon the sex offender include warning, probation, dismissal, and referral to law enforcement agencies for prosecution.

CRIME STATISTICS

Argosy University, Atlanta prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the director of Student Services quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the institution concerning the occurrence on the institution's campus which was reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrest and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

CRIME STATISTICS FOR CRIMINAL OFFENSE OCCURRENCES REPORT TO LOCAL POLICE OR CAMPUS OFFICIALS

Criminal Offense	2005		2006		2007	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate/Prejudice Crimes	0	0	0	0	0	0

Should hate crimes occur, the statistic will be identified by category of hate crime and hate crimes are defined as any criminal offense in the report and any other crime involving bodily injury reported to local police agencies or campus security authority, that manifest evidence that the crime was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

NUMBER OF OCCURRENCES REPORTED IN RELATION TO HATE CRIMES

Criminal Offense	2005		2006		2007	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate/Prejudice Crimes	0	0	0	0	0	0

CRIME STATISTICS FOR ARRESTS ON CAMPUS

Number of Arrests Occurring on Campus						
Criminal Offense	2005		2006		2007	
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Arrests/Disciplinary Actions	0	0	0	0	0	0

There are no non-campus buildings and property for argosy university, atlanta. Public Property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus

DRUG FREE WORKPLACE AND CAMPUS

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

SANCTIONS

Argosy University, Atlanta Sanctions

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

Georgia criminal statutes provide for drug offense penalties in relation to the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved

DANGEROUS DRUG: Schedule I and Schedule II (includes cocaine, heroin, morphine, hallucinogens, etc.)			
	1ST DEGREE : CLASS A FELONY	2ND DEGREE : CLASS B FELONY	3RD DEGREE : CLASS C FELONY
OFFENSE AND FINES	<p>Possesses 400 grams or more of cocaine or of any mixture with a purity of 10 percent or more of cocaine if the total weight of the mixture multiplied by the percentage of cocaine contained in the mixture exceeds any of the quantities specified above</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 25 years and shall pay a fine of \$1,000,000.</p>	<p>Possesses 200 grams or more, but less than 400 grams, of cocaine or of any mixture with a purity of 10 percent or more of cocaine if the total weight of the mixture multiplied by the percentage of cocaine contained in the mixture exceeds any of the quantities specified above</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 15 years and shall pay a fine of \$300,000.</p>	<p>Possesses 28 grams or more, but less than 200 grams, of cocaine or of any mixture with a purity of 10 percent or more of cocaine if the total weight of the mixture multiplied by the percentage of cocaine contained in the mixture exceeds any of the quantities specified above</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 10 years and shall pay a fine of \$200,000.</p>
	<p>Possesses 28 grams or more of any morphine or opium or any salt, isomer or salt of an isomer thereof including heroin or 4 grams of any mixture containing any such substance.</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 25 years and shall pay a fine of \$500,000.</p>	<p>Possesses 14 grams or more, but less than 28 grams of any morphine or opium or any salt, isomer or salt of an isomer thereof including heroin or 4 grams of any mixture containing any such substance.</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 10 years and shall pay a fine of \$100,000.</p>	<p>Possesses 4 grams or more, but less than 14 grams of any morphine or opium or any salt, isomer or salt of an isomer thereof including heroin or 4 grams of any mixture containing any such substance.</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 5 years and shall pay a fine of \$50,000.</p>

DANGEROUS DRUG: Schedule V
(includes marijuana)

	1ST DEGREE: CLASS C FELONY	2ND DEGREE: MISDEMEANOR	3RD DEGREE: PETTY DISMEANOR
OFFENSE AND FINES	<p>Possesses, sells, manufactures, grows, delivers, brings into this state of a quantity of marijuana or other Schedule V drug exceeding 10 pounds, but less than 2,000 pounds</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 5 years and shall pay a fine of \$100,000.</p>	<p>Possesses more than one ounce of marijuana of amount more than one ounce</p>	<p>Possesses marijuana or any Schedule V drug of an amount less than one ounce.</p> <p>May result in imprisonment for 1 year and/or a fine not to exceed \$1,000 or “public works” not to exceed 12 months.</p>
	<p>Possesses, sells, manufactures, grows, delivers, brings into this state of a quantity of marijuana or other Schedule V drug exceeding 2,000 pounds, but less than 10,000 pounds</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 7 years and shall pay a fine of \$250,000.</p>	<p>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</p>	
	<p>Possesses, sells, manufactures, grows, delivers, brings into this state of a quantity of marijuana or other Schedule V drug exceeding 10,000 pounds</p> <p>The convicted shall be sentenced to a mandatory minimum term of imprisonment of 15 years and shall pay a fine of \$1,000,000.</p>	<p>Possesses one or more preparations, compounds, mixtures, or substances, of an aggregate weight of one ounce or more, containing any marijuana; or</p>	
	<p>Distributes any marijuana or any Schedule V substance in any amount within 1,000 feet of a school.</p> <p>The convicted shall be sentenced to a minimum term of imprisonment of 20 years and/or shall pay a fine of \$20,000 dollars.</p>	<p>Distributes any marijuana or any Schedule V substance in any amount.</p>	

Mandatory sentences increase in proportion to quantity.

Driving under the influence of alcohol or drugs carries the following penalties:

First conviction: Fine of no less than \$300 nor more than \$1,000 and imprisonment for not less than 10 days nor more than 12 months.

Second conviction: Fine of \$600 to \$1000, prison for not less than 90 days

Third or subsequent conviction: Fine of \$1000 to \$5000, prison for not less than 120 days

Additional monetary penalties may also be imposed to compensate victims. If the DUI causes the death of another person, the prison sentence is from 2 to 15 years.

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Georgia law. The sentence for the first conviction is 30 days imprisonment, a \$300 fine, or both. 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 Georgia 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 and [The Hope Scholarship. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the Argosy University, Atlanta Campus 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 in the Student Services Office.

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 College Counselor can refer you to one that meets your needs.

ATLANTA AREA RESOURCES

There are also organizations that may be contacted for help.

Individual County Board of Health, Mental Health Services

DeKalb	(404) 892-4646	Fulton	(866) 821-0465
Newton	(770)787-3977	Gwinnett	(770) 963-8141
Rockdale	(770)483-6840	Clayton	(866) 821-0465
Cobb	(770) 422-0202		

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

Georgia Drug Abuse Helpline (800)388.6745

A list of emergency and sliding-fee scale resources is available from the counselor.



ARGOSY
UNIVERSITY.

APPENDIX I

FACULTY

Argosy University, Atlanta boasts a highly experienced core faculty with extensive backgrounds in a wide range of orientations. Most of our core faculty have been practitioners, trainers, and teachers for over 10 years, and a significant number have pursued advanced training in their disciplines. Several faculty members have conducted extensive and applied research in a broad range of their subject matter. On the following pages is a list of our core faculty with a brief description of their individual academic accomplishments, and their position held at Argosy University, Atlanta.

CAMPUS PRESIDENT

Edward L. Bouie, Jr., EdD

Clark Atlanta University

CORE FACULTY - CLINICAL PSYCHOLOGY

Ephi J. Betan, PhD

University of Kansas

Associate Professor

Jeffrey L. Binder, PhD, ABPP

University of Michigan

Professor

Tim Brown, PhD

Virginia Commonwealth University

Clinical Psychology Program Chair, Associate Professor

Kaprice R. Brown-Thomas, PhD, JD

Pacific Graduate School of Psychology and Golden Gate University School of Law

Associate Professor

Nick A. DeFilippis, PhD, ABPP, ABPN

University of Iowa

Professor

Virginia L. Goetsch, PhD

University of Georgia

Professor

Fiona Hill, PsyD

Georgia School of Professional Psychology

Assistant Professor

Steven A. Hobbs, PhD

University of Georgia

Professor

Rebecca A. Jones, PhD

Georgia State University

Professor

Alisa Manulkin, PhD,

Nova Southeastern University

Director of Clinical Training

Associate Professor

Hamid Mirsalimi, PhD, ABPP

Georgia State University

Associate Professor

Lori R. Muskat, PhD

University of Pennsylvania

Associate Professor

Arthur J. Schlosberg, PhD

*University of Iowa
Associate Professor*

Jennifer L. Stapel-Wax, PsyD

*Georgia School of Professional Psychology
Associate Professor*

Elaine Thomas, PsyD

*Rutgers University, Graduate School of Applied and Professional Psychology
Assistant Professor*

Donna Zaorski, PsyD

*Georgia School of Professional Psychology
Assistant Professor*

CORE FACULTY - COUNSELOR EDUCATION

Mary F. Gay, PhD, LPC

*Georgia State University
Assistant Professor*

Geneva Gray, PhD, LPC

*Georgia State University
Assistant Professor*

Ljubica Malinajdovska- Bass PhD, LPC

*Kent State University
Assistant Professor*

Doreen Marshall, PhD, LPC

*Georgia State University
Counselor Education Program Chair, Associate Professor*

Karen McCleskey, EdD, LPC

*Texas A & M University- Commerce
Associate Professor*

Michelle Mitchell, PhD

*Kent State University
Assistant Professor*

Mary Kate Reese, PhD, LPC

*Georgia State University
Professor*

Lesley Riley, PhD, PhD

*University of South Carolina
Co-Director of Practicum Training, Assistant Professor*

Gwendolyn G. Rouse, PhD, LPC

*Clark Atlanta University
Co-Director of Practicum Training, Associate Professor*

CORE FACULTY - BUSINESS

Robert A. Berg, PhD

*University of Auckland, New Zealand
Professor*

Harish Chandan, PhD

*Pennsylvania State University
Associate Professor*

Victor G. Williams, PhD

*Nova Southeastern University
Business Program Chair, Professor*

CORE FACULTY - EDUCATION

Marion Anders, EdD

*Clark Atlanta University
Interim Program Chair, Associate Professor*

Joseph Balloun, PhD

*University of California, Berkeley
Professor*

Deloris Y. Banks, EdD

*Clark Atlanta University
Associate Professor*

Olivia Boggs, EdD

*Harvard University
Associate Professor*

Addie V. Davis, EdD

*Clark Atlanta University
Associate Professor*

Donald F. DeMoulin, EdD

*Mississippi State University
Associate Professor*

Jeanette Dubyak, EdD

*University of Georgia
Associate Professor*

Jacquelyn A. George, PhD

*Georgia State University
Assistant Professor*

Barbara Holmes, EdD

*University of Connecticut
Associate Professor*

Patrice Prince, PhD

*University of Georgia
Assistant Professor*

Sharon Riley Ordu, EdD

*South Carolina State University
Associate Professor*

Robert Waller, EdD

*Georgia Southern University
Associate Professor*

Adair White-Johnson, PhD

*State University of New York at Buffalo
Associate Professor*

Brenda Young, PhD

*Emory University
Assistant Professor*

CORE FACULTY - PSYCHOLOGY, UNDERGRADUATE

Elizabeth Rider, PsyD

*Georgia School of Professional Psychology
Director of Undergraduate Studies and Continuing Education*

Michelle Ramsey, MSED

Instructor

APPENDIX II

CAMPUS DIRECTORY

ARGOSY UNIVERSITY, ATLANTA

980 Hammond Drive
1st Floor, Building Two, Suite 100
Atlanta, GA 30328
Phone: 770.671.1200
Toll Free: 888.671.4777
Fax: 770.671.0476
Website: www.argosy.edu

CAMPUS ADMINISTRATION

Fax: 770.407.1110

Name and Campus Extension

Edward Bouie, ext. 1001
Campus President

Murray Bradfield, ext. 1052
Vice President of Academic Affairs

Charlene S. Krueger, ext. 1001
Executive Assistant to the Campus President

Christie Vozniak, ext. 1156
Administrative Assistant to the Vice President of Academic Affairs

Faith R. Glaspie-Ellis, ext. 1085
Director of Human Resources

Bonnie Goins, ext. 1002
Human Resources Coordinator

Zack Poyan, ext. 1046
Director of Administrative & Financial Services

Christina Lewis, ext. 1064
Administrative & Financial Services Coordinator

Reginald Gray, ext. 1076
Maintenance Technician

Jack Wise, ext. 1111
Director of Technology

Steve Burrell, ext. 1114
Technician I

ACADEMIC PROGRAM ADMINISTRATION

Fax: 770-671-0476

Name and Campus Extension

Timothy Brown, ext. 1018
Program Chair, Clinical Psychology

Alisa Manulkin, ext 1022
Director of Clinical Training

Stephanie Bedrin, ext. 1043
Coordinator Clinical Psychology

Melissa Young, ext 1081
Administrative Assistant, Clinical Psychology

Marion Anders, ext. 1082

Program Chair, College of Education

Akima Burns, ext. 1109

Program Coordinator, College of Education

Kyeanna Bailey, ext. 1146

Program Coordinator, Undergraduate Studies and Continuing Education

Liz Rider, ext. 1015

Director, Undergraduate Studies and Continuing Education

Doreen Marshall, ext. 1127

Program Chair, Counselor Education

Leslie Riley, ext. 1070

Director of Practicum Training

Marissa Clements, ext. 1157

Assistant Director of Practicum Training

Kenneth Bardill, ext. 1063

Program Coordinator, Counselor Education

Melissa Thomas, ext. 1056

Program Coordinator, Counselor Education

Victor Williams, ext. 1163

Program Chair, Business Programs

ADMISSIONS/ENROLLMENT SERVICES

Fax: 770-671-9055

Name and Campus Extension

Christa Holton, ext. 1014

Director of Admissions

Hanna Decker, ext. 1165

Second Director of Admissions

Erica Bligen, ext. 1142

Assistant Director of Admissions

Chris Burndrett, ext. 1152

Assistant Director of Admissions

Jennifer Butner, ext. 1008

Assistant Director of Admissions

Michael Coupe, ext. 1007

Assistant Director of Admissions

Andrea Grezik, ext. 1012

Assistant Director of Admissions

Ryan Hubbard, ext. 1005

Assistant Director of Admissions

Karen Larde, ext. 1143

Assistant Director of Admissions

Phil Larkins, ext. 1139

Assistant Director of Admissions

Donna Ly, ext. 1141

Assistant Director of Admissions

Rachel Malone, ext. 1138

Assistant Director of Admissions

Peggy Rhymer, ext. 1029
Assistant Director of Admissions

Tenisha Rostant, ext. 1172
Assistant Director of Admissions

Gretchen Ryder, ext. 1173
Assistant Director of Admissions

Lori Smith, ext. 1090
Assistant Director of Admissions

Yolanda West, ext. 1171
Assistant Director of Admissions

Mark Rodgers, ext. 1089
Senior Admissions Coordinator

Samantha Chamnanphong, ext. 1006
Admissions Coordinator

Nydia Chatman, ext. 1009
Admissions Coordinator

Stephanie Quilichini, ext. 1068
Admissions Coordinator

Gwen Stone, ext. 1060
Admissions Coordinator

STUDENT SERVICES AND OFFICE OF THE REGISTRAR

Fax: 770.407.1110

Name and Campus Extension

Kim P. Ousley, ext. 1037
Director of Student Services

Jim Kivikoski, ext. 1010
Assistant Director of Student Services

Sonja Cooper, ext. 1107
New Student Coordinator

Angela Johnson, ext. 1169
Alumni Coordinator/Career Services Advisor

Faye Greene, ext. 1048
Registrar

Kofi Clark, ext. 1086
Assistant Registrar

Gary Johnson, ext. 1071
Assistant Registrar

Sylvia Miller, ext. 1045
Assistant Registrar

Michelle Wills, ext. 1035
Assistant Registrar

STUDENT FINANCE/FINANCIAL AID

Fax: 770.407.1110

Name and Campus Extension

Renato Toscano, ext. 1051
Associate Director of Student Finance

Monica Conover, ext. 1088
Senior Student Accounting Analyst

Rasheedah Andrews, ext. 1140
Financial Aid Analyst

Marie Hines, ext. 1079
Financial Aid/Accounts Payable

Ifeyinwa Mgbodile, ext. 1061
Financial Aid Analyst

Tanisha Bush, ext. 1036
Financial Aid Analyst

CORE FACULTY

Fax: 770-671-0476

Name and Campus Extension

Anders, Marion ext. 1082

Balloun, Joe ext. 1128

Banks, Deloris ext. 1166

Betan, Ephi ext. 1017

Binder, Jeffrey ext. 1133

Boggs, Olivia ext. 1121

Bouie, Edward ext. 1001

Bradfield, Murray ext. 1052

Brown, Tim ext. 1018

Davis, Addie ext. 1129

DeFilippis, Nick ext. 1019

DeMoulin, Donald ext. 1031

Dubyak, Jeanette ext. 1073

Gay, Mary ext. 1124

George, Jacquelyn ext. 1167

Goetsch, Virginia ext. 1050

Gray, Geneva ext. 1177

Hill, Fiona ext. 1020

Hobbs, Steve ext. 1021

Holmes, Barbara ext. 1155

Jones, Rebecca ext. 1023

Malinajdovska-Bass, Ljubica ext. 1127

Marshall, Doreen ext. 1127

McCleskey, Karen ext. 1055

Mitchell, Michelle ext. 1161

Mirasalimi, Hamid ext. 1024

Muskat, Lori ext. 1025

Prince, Patrice ext. 1168

Reese, Mary Kate ext. 1030

Rider, Liz ext. 1015

Riley, Leslie ext. 1070

Riley Ordo, Sharon ext. 1130

Rouse, Gail ext. 1058

Scholsberg, Arthur ext. 1026

Stapel, Jennifer ext. 1044

Thomas, Elaine ext. 1091

Thomas, Kaprice ext. 1049

Waller Robert ext. 1093

White-Johnson, Adair ext. 1057

Williams, Victor ext. 1042

Young, Brenda ext. 1164

Zaorski, Donna ext. 1069

LIBRARY

Fax: 770.671.0418

Circulation Desk ext 1033

Reference Desk ext 1092

Name and Campus Extension

Clara Williams, ext 1047

Director of Library Services

David McCullough ext. 1034

Librarian

Tyvon Chisum ext. 1087

Interlibrary Loan/Circulation Assistant



**ARGOSY
UNIVERSITY.**

APPENDIX III

ACADEMIC CALENDAR

ACADEMIC CALENDAR 2008-2009

Fall 2008: September 2 - December 13

Session I: 9/2 - 10/22

Session II: 10/23 - 12/13

4-week break

Spring 2009: January 10 - April 23

Session I: 1/10 - 3/2

Session II: 3/3 - 4/23

2-week break

Summer 2009: May 9 - August 20

Session I: 5/9 - 6/29

Session II: 6/30 - 8/20

2-week break

HOLIDAYS 2008-2009

Argosy University, Atlanta will be closed on the following dates:

Labor Day	Monday, September 1, 2008
Thanksgiving Day	Thursday, November 27, 2008
Day after Thanksgiving	Friday, November 28, 2008
Winter Holiday	Thursday, December 25, 2008
Winter Holiday	Friday, December 26, 2008
New Year's Day	Thursday, January 1, 2009
Day after New Years	Friday, January 2, 2009
Martin Luther King Day	Monday, January 19, 2009
President's Day	February 18, 2009
Spring Holiday	Friday, April 10, 2009
Memorial Day	Monday, May 25, 2009