
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.



©2009 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
About This Handbook	3
Welcome From the Campus President	3
Section Two - Campus Information	4
Facilities	4
Building Hours.....	4
Transportation.....	4
Student Advisement	5
Academic Resources.....	6
Web Sites and Publications.....	6
Emergency Procedures/Closings.....	7
Section Three - Library, Computer Lab and Textbooks	9
Library.....	9
Textbook and Course Material Purchasing.....	11
Section Four - Student Services and Resources	12
Argosy University Student Portal	12
Argosy University Distance Learning Information for Students.....	13
Transcripts	14
Registration.....	14
Course Transfers and Waivers.....	15
Student Affairs.....	15
Graduation.....	16
Student Finance.....	17
Section Five - Health/Safety Policies and Procedures	18
Campus Security Report & Crime Statistics	18
Drug-Free Workplace and Campus.....	18
Appendix I - Faculty Listing	22
Appendix II - Campus Directory	24
Appendix III - Academic and Holiday Calendar	28



SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

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

The *Argosy University, Chicago Student Handbook* incorporates by reference the 2009-2010 *Argosy University 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!

Argosy University has compiled this handbook to provide you with pertinent information you will need to be a successful student at Argosy University, Chicago.

The *Argosy University, Chicago Student Handbook* includes campus policies and procedures to assist you in navigating the academic and administrative issues and obligations necessary for you to reach your educational goals in the program of your choice. Argosy University, Chicago employs an outstanding, accessible faculty to deliver curriculum for professional careers in the fields of education, business and behavioral sciences.

A supportive learning environment comprised of students, faculty, and staff is critical for the University community to achieve its common purpose of fostering relationships that enrich lives and inspire others to make a difference. The basic academic and administrative principles and procedures that help define this environment are described within this handbook. Observance of these principles and procedures by faculty, students, and staff provides for a harmonious campus community and creates an atmosphere in which students can focus first and foremost on their academic objectives. Referring first to this handbook as your guide will help you direct your questions as a student in our programs.

On behalf of the Argosy University, Chicago community, please accept our very best wishes to you as you pursue your educational and professional career goals.

Sincerely,

C. Ronald Kimberling, PhD

Campus President

Argosy University, Chicago

JURISDICTION/SUBJECT TO CHANGE

Argosy University, Chicago reserves the rights 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, Chicago 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 college administration.

SECTION TWO

CAMPUS INFORMATION

FACILITIES

LOCATION

Argosy University, Chicago is located at 225 N. Michigan Ave. Chicago, IL, 60601. Classrooms, the library, computer labs, Academic Learning Center, and faculty offices are located on the 13th floor. Admissions, Student Services, Financial Aid and Career/Alumni Services are located on the upper concourse level. The university offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theatres, art museums and other tourist attractions. In addition, Chicago's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

OFFICES

Administrative and faculty offices include all faculty, program chairs, training department administrators and assistants, campus administrators and administrative assistances, student services, admissions, and student finance personnel.

LIBRARY

The library houses the book, journal, and video collections, two photocopiers; in addition to study space and computer lab.

STUDENT LOUNGE

The student lounge has vending machines, a microwave, refrigerator, tables for eating, study chairs, and bulletin boards.

HOUSING

Argosy University, Chicago, does not have housing, but our sister school, The Illinois Institute of Art-Chicago, does have housing available through Presidential Towers. Interested students should call 312.280.3500 or 800.531.3450 ext. 6890 for information. Student Services at Argosy University, Chicago, also can provide a listing of housing and rental agencies within the Chicago area.

BUILDING HOURS

Building hours (Hours in all departments may vary during breaks and on holidays)

Argosy University, Chicago building hours are:

Monday to Friday 7:30 am to 10:30 pm

Saturday and Sunday 7:30 am to 6:30 pm

TRANSPORTATION

CHICAGO TRANSIT AUTHORITY (CTA)

The CTA operates the nation's second largest public transportation system and covers the City of Chicago and 40 surrounding suburbs. CTA has approximately 2,000 buses that operate over 154 routes and 2,273 route miles. Buses provide about 1 million passenger trips a day and serve more than 12,000 posted bus stops. CTA's 1,190 rapid transit cars operate over eight routes and 222 miles of track. CTA trains provide about 500,000 customer trips each day and serve 144 stations. Chicago is one of the few cities in the world that provides rapid transit service to two major airports. From the downtown area the CTA's Blue Line takes customers to O'Hare International Airport in about 40 minutes and the Orange Line takes customers to Midway Airport in about 30 minutes. For information please visit the Chicago Transit Authority Web site at <http://www.transitchicago.com> or 1.888.YOURCTA.

METRA

Metra can get you where you want to go. The 495-mile Metra system serves 230 stations in the counties of Cook, DuPage, Lake, Will, McHenry and Kane. On Metra you can reach Chicago's beautiful lakefront, museums, zoos, sporting events, shops and restaurants, concerts, special events, schools and colleges as well as quaint, historic suburbs and small towns. In some cases, Metra can take you practically to the front door. For information please visit <http://www.metrarail.com/>

STUDENT ADVISEMENT

FACULTY ADVISORS

Doctor of Psychology (PsyD) in Clinical Psychology

Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues. In the first year of the doctoral program, students are required to enroll in Professionalization Group I and II that meets for two semesters. The leader of this class serves as those students' academic advisor. When students obtain their first clinical training practicum (i.e., field placement), they concurrently enroll in a year-long seminar, and the leader of this consultative group consequently becomes the advisor to these students. As students obtain subsequent practica, their seminar leaders become their faculty advisors. Once a doctoral student obtains a chair for his or her CRP, this faculty member becomes the advisor through graduation.

Master of Arts (MA) in Clinical Psychology

Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues. In the first year of the master's programs, students are required to enroll in Professionalization Group I and II that meets for two consecutive semesters (Students who begin the program in the Spring semester enroll in Professionalization Group I for the Spring semester and Professionalization Group II during the subsequent Fall semester). The leader of this class serves as these students' academic advisor through graduation.

Master of Arts (MA) in Industrial Organizational Psychology

Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues. Students are assigned an advisor upon beginning classes during the first semester of enrollment. This faculty member will be the students' academic advisor through graduation.

Master of Arts (MA) in Community Counseling

Soon after enrollment, students are assigned a faculty advisor who will serve as the academic advisor throughout the student's matriculation. Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues. Students are encouraged to contact their faculty advisors with any academic/training issues or questions. If the student's faculty advisor is not available for any reason, the program chair of the Counselor Education Department is usually available for advisement.

Business, Education, Counselor Education (Doctoral), and Undergraduate Studies

The program chair of each department serves as the advisor to all new students within that department. Undergraduate students will work with the Undergraduate Advisor upon beginning classes during the first semester of enrollment. Students should meet with their advisor at least once each year or on an as-needed basis to determine their progress and discuss any academic concerns.

CHANGING FACULTY ADVISORS

A student may initiate a request for a change of advisor only after completing one full academic year. If a student wishes to change advisors, he or she should discuss this with the current advisor, and if permitted, the prospective advisor. If all parties agree to the change, the student must then obtain, complete, and return a Change of Status form to the Student Services Department with signatures from the student, the original advisor, and the new advisor.

INTERNATIONAL STUDENT ADVISEMENT

International students should seek regular advisement from the International Student Advisor 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. International students are required to report any change of address, telephone or email address to the university immediately.

STUDENT SERVICES ADVISEMENT

The Student Services Department is responsible for providing advisement to students on general administrative issues and/or to direct students to other departments for assistance as needed or when appropriate.

ACADEMIC RESOURCES

ACADEMIC LEARNING CENTER

The Academic Learning Center (ALC) is located on the Chicago campus. The ALC was established to help students achieve their academic goals. Students needing help with statistics, feedback on writing assignments, guidelines for using the APA style, strategies for writing a literature review, grammar and punctuation, can get assistance at the ALC. Additionally, the ALC conducts workshops, seminars and focus groups. Individual and small group tutoring is available at no additional charge to students currently enrolled at Argosy University, Chicago.

TURNITIN ONLINE RESOURCE FOR FACULTY AND STUDENTS

Turnitin helps to detect plagiarism by comparing submitted papers to billions of pages of content located on the Internet and our proprietary databases. The results of these comparisons are compiled, one for each paper submitted, in custom "Originality Reports." These reports are sent to participating educators, who access the results by logging into their Turnitin account(s). Recognized worldwide as the standard in online plagiarism prevention, Turnitin helps educators and students take full advantage of the Internet's educational potential. Used by thousands of institutions in over fifty countries, Turnitin's products promote originality in student work, improve student writing and research skills, encourage collaborative learning, and save valuable instructor time. To learn more about Turnitin go to <http://www.turnitin.com/static/home.html>.

WEB SITES AND PUBLICATIONS

ARGOSY UNIVERSITY WEB SITES

www.auconnection.net/chicago (Argosy University, Chicago Student Resource Web site)

Resources include forms, schedules, resources and links to other Argosy Web sites.

www.argosy.edu (Argosy University official Web site)

This site allows students to view Argosy University information, apply for admission, access to financial aid links, career services and online courses.

www.auchicagolib.org (Campus Library Web site)

This site gives students access to all Argosy University, Chicago library services including hours of operation, library databases, and links. All current and past syllabuses are located on the library web site.

<http://direct.mbsbooks.com/argosy.htm> (MBS Books)

This Web site is where students can buy new and used textbooks.

ARGOSY UNIVERSITY PUBLICATIONS

Inside Argosy is a general campus newsletter that is distributed monthly during the regular academic year. Its purpose is to inform the Argosy University, Chicago community of relevant university news, policies, and deadlines 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 *Inside Argosy* to inform themselves about the special events that take place throughout the year. *Inside Argosy* can be found online at www.auconnection.net/chicago

Argosy University Academic Catalog (Published annually in the fall semester)—online at www.argosy.edu. This publication describes Argosy University policies, procedures, and academic programs.

Clinical Research Project Manual (Published annually by the Clinical Psychology program)—online at www.auconnection.net/chicago. This publication contains detailed information on how to conduct a clinical research project which is part of the requirement for the PsyD in Clinical Psychology program.

EMERGENCY PROCEDURES/CLOSINGS

FOR ALL EMERGENCIES, CALL 911 FIRST, THEN CALL BUILDING SECURITY AT 312.819.6005

Building Emergency Procedures:

In the event you are instructed to evacuate the building, duties have been assigned to staff and faculty to assist in a smooth evacuation. Official instructions will be given by authorized campus and other personnel.

1. Stay calm. Stop work immediately. Pick up your valuables but do not pack up supplies or work in progress.
2. Follow directions from nearest faculty or staff member for exiting your area. Exit building using nearest stairwells only.
3. Physically challenged individuals are to wait with a nearby staff or faculty member and instruct another employee to notify emergency personnel of their whereabouts.
4. Clear the front entrance of the building by going at least two blocks north or south along Michigan Avenue.
5. Do not re-enter the building until emergency personnel signals it is clear to do so.

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 university. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire and s/he will alert the fire department. Listen for official instructions and move to a safe area or evacuate if necessary. If evacuating, go at least two blocks away from the building and meet your group to report in to your instructor. The Michigan Plaza Building has alarm systems on each level. Respond to the alarm system in whatever area of the building you find yourself and listen carefully for instructions. Fire drills are conducted routinely by the campus facility staff and the Chicago Fire Department. An evacuation map and simple instruction sheet is posted in each classroom.

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

Building Security: To summon a security guard, check with the Receptionist or, if after hours, the Building Security Desk (large, round desk) in the main lobby, 312-819-6005.

Theft: If a theft has taken place, please report it immediately to the security staff as noted above.

1. Determine first that the property was not lost by checking all lost-and-found locations (the reception desks on the Upper Concourse Level and 13th Floors, the Student Services Window, and the library).
2. As soon as it has been determined that personal property was stolen, report it to the Administrative Services Manager and building security. Staff will complete an Incident Report Form that will be filed with the Director of Student Services and Administrative Services Manager.
3. You may then file a report with the Chicago Police Department by calling 311.
4. The victim must notify both the Administrative Services Manager and Chicago Police Department immediately if the item is later found.

Accidents and Illness: When there is doubt as to the procedure in case of medical emergency, immediate medical help should be sought by dialing 911. Building security should be contacted as well at 312.819.6005.

Anyone who is injured or becomes ill at the university should be directed to a doctor and/or 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 the Director of Student Services (312.777.7637) within 24 hours of the incident. The following information will be required: time and place of accident, how accident occurred, names and addresses of person's involved/injured, description of the injuries, property damage (if any) to the person(s) and/or university, and names and addresses of witnesses.

Any accident involving serious injury should be reported immediately.

University Closings: In the event of inclement weather, the university may be closed by the campus president or a designee. Notification is given on the following local AM radio stations: WMAQ, WGN, WBBM, WLS. Television reports are made on local channels for CBS, NBC, ABC, WGN, Fox, and CLTV. You may also call the Emergency Closing Center Hotline at 847.238.1234 or you can visit their website address at: www.emergencyclosings.com.

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



SECTION THREE

LIBRARY, COMPUTER LAB AND TEXTBOOKS

LIBRARY

The Argosy University, Chicago library has an extensive collection of books, journals, audio and video tapes, testing materials in the field of business, education and psychology. The library has an online catalog and website www.auchicagolib.org which allows library patrons to access library resources and services 24 hours a day, 7 days a week.

BOOK COLLECTION

The main stack is arranged under the Library of Congress call number system (e.g., BF 721-723 is the subject area of Child Psychology). You may look for a book in the **online catalog** from any computer with internet access. Just go the library website at www.auchicagolib.org and click on "online catalog." You may search for a book by title, subject, author or key word.

All books may be checked out for a period of three weeks and may be renewed twice. The total loan period is nine weeks. Books may be renewed in person, by phone, and online at the library catalog. Materials can be returned at the circulation desk during library hours or in the drop box when the library is closed. The drop box is next to the main entrance of the library. There is a fine of \$.15 per day for each overdue book.

RESERVE MATERIALS

Required texts and articles for courses are available on reserve at the circulation desk. Since reserved materials are shelved by instructors' names, please have the instructor's name, the title of the book ready when you ask to see these materials. All reserve materials can be checked out for up to two hours and requires a deposit of a student I.D. card. You may have them for additional time you need and if no other students asking for the same materials.

JOURNALS

The library subscribes to a number of professional psychology journals as well as those related to the study of psychology, education and business and they are shelved in alphabetical order by title. A complete journal holdings list is available in the library or on our web page at www.auchicagolib.org. Some journals are available on microfiche. If you need instruction on how to use the Microfiche Reader and Printer, please see one of the library staff members for help.

PSYCHOLOGICAL TESTS

The library has a number of psychological tests and measures that can be checked out of the library. WAIS-III and WISC-IV kits are available most of the time only to students enrolled in the IQ Assessment courses.

MASTER'S, DOCTORAL / THESES AND CLINICAL RESEARCH PROJECTS

Doctoral dissertations are arranged by the year published. Theses, dissertations and Clinical Research Projects can be checked out for three weeks, same as books. They may be renewed two times, in person or by phone. There is a fine of \$.15 per day for each overdue thesis/dissertations.

REFERENCE SECTION

The library has a reference section consisting of popular titles in business, education and psychology, including dictionaries, tests, directories, publication manuals, encyclopedias, desk references, measurements, yearbooks, among others. The main Reference section is located in the main stack, while other more frequently used reference materials are shelved at the circulation desk.

COMPUTERS

There are computers and laptops available for student use in the library and in the other computers lab outside the library. Some of the software programs available are Microsoft Office, SPSS, Rorschach trainer, WISC-IV and others. Most of our databases are online and can be accessed on campus and from home or other places. A complete list of the library's databases is attached at the end of this handbook and also available on our website and in the library.

Many of the databases we have offered have full text articles. We have a complete list of full text databases and all the titles available as full text in the library. You can also access all of our databases at home if you have an internet connection and the database passwords. The library is wireless and you can check out laptops at circulation desk to use word process programs and to access internet through wireless network in the library.

INTERLIBRARY LOAN

Interlibrary loan is a free service offered by the library. Books and journal articles that are not available in the library can be borrowed from other Argosy University libraries, and libraries throughout the state and nation. Interlibrary loan forms are available in the library or online at www.auchicagolib.org, under the link of interlibrary loan.

The time it takes to receive interlibrary loan requests varies. Requesting journal articles from other Argosy University libraries may take as little as a day or two. Other requests generally take one to two weeks to receive and may take as long as three or four weeks. Altogether, the majority of all interlibrary loan requests come in less than two weeks. When the materials you requested are only available outside our network, and at hospital libraries, private school libraries, etc, then there may be a fee charged by those libraries. In such cases, you are responsible for the fees.

Students also have access to certain libraries in the Chicago metropolitan area, such as the Chicago Public Libraries, which include the Harold Washington Library Center, the Libraries at DePaul, Loyola, Roosevelt, and Rush Universities, and the University of Illinois, Main and Health Sciences library and Northwestern University library. Students can browse and photocopy materials at these libraries but will not be able to check out materials directly. Borrowing materials can only go through interlibrary loans authorized by the Argosy University, Chicago librarians. Some medical libraries and the University of Chicago Libraries require an "Info Pass" for you to use the library. Info Passes can be obtained at the Argosy University, Chicago Library. Please consult with the Argosy University librarians before visiting area libraries.

A "Library Access List" has been prepared to provide the names, locations, hours as well as phone numbers of other libraries in the Chicago area. This list is available at the Argosy University, Chicago Library or on our web page at www.auchicagolib.org.

ONLINE UNION CATALOG

An automated catalog and circulation system allows students to search book collections of the library and other Argosy campus libraries. The link to the catalog is on the library webpage.

AUDIO VISUAL EQUIPMENT

TVs, VCRs, tape players, mini tape recorders, transcribers and video are available upon reservation.

AUDIO VISUAL RESOURCES

Videotapes

Commercial and common hour videotapes are available to students. Videotapes can be checked out of the library for three days. However, videos that are on reserve may only be viewed in the library.

Audiotapes

Audiotapes can be checked out for two days. Duplication of audiotapes is not permitted unless it is authorized by the Librarian.

PHOTOCOPYING

Copies are \$.10 per page. The copy machine only accepts copy cards, which can be purchased in the library at a special copy card vending machine. This vending machine will only accept bills, in any denomination up to \$20. There is a one time charge of .50 to purchase a card. The card can be recharged so don't lose them. (The circulation desk may not be able to make change, so please come prepared.)

More information about library resources can be found at www.auchicagolib.org or ask the staff for help!

TEXTBOOK AND COURSE MATERIAL PURCHASING

The course syllabus is the official source of textbook and course packet information for campus courses. Syllabi can be found at the library's website by going to www.auchicagolib.org and clicking on "syllabi." The username to access syllabi is "student" and the password is "happy."

COURSE PACKET

Course Packets are used for several, but not all, courses. Check the course syllabus to see if a course packet is required for the class. Copy Works is the company which prepares the course packets and is the only source available to purchase a course packet.

The Argosy University, Chicago Library website will have a Course Packet Order Form and price listing posted. While Copyworks does not offer online ordering, you will be able to key in your information to the form posted on the Argosy University, Chicago Library site and then choose how to submit your order:

- Email or Fax: complete the form, including your charge card information, then send via email with the form as an attachment to: amescopyworks@qwest.net, OR print out a hard copy of the form and fax it in to 515.292.5011.
- Via U.S. Mail: complete the form, provide charge card, check or money order and send to: Copyworks, 105 Welch Ave., Ames, IA 50014. You will be able to pay for your course packet with charge card, check or money order. Orders for available course packets will be sent out within 24 hours of their receipt at the Copyworks ordering center. If your syllabus indicates use of a course packet but you do not see it posted on the library website, please feel free to call Copyworks at 515.292.3630.

TEXTBOOKS

MBS hosts our campus book ordering. To find out what textbooks are required or recommended for your classes, please check the syllabi at our website at www.auchicagolib.org. You may then purchase your books from MBS Direct at www.mbsdirect.net, or other vendors of your choice.

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.

SECTION FOUR

STUDENT SERVICES AND RESOURCES

ARGOSY UNIVERSITY STUDENT PORTAL

Argosy University Student Portal can be used to view your academic record, register for classes, pay your tuition, check your financial aid status and check your Argosy University Email.

- Go to <https://mycampus.argosy.edu>
- Log on to 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 setup 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.

To Access your Argosy University Email Account while you are in the Student Portal*:

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

- From the Main Page, click on **Student Email, 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 Manager** on the left hand side of the inbox.

**To access your email without logging in to the Student Portal, go to <https://webmail.stu.argosy.edu>. To login you will need to enter your full email address, e.g. jdoe@loc.stu.argosy.edu, and the same password you created to log into the Student Portal.*



ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION FOR STUDENTS

Online Learning platform	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
eCollege Log-in and password	Your Username and password will be emailed to the primary email in CampusVue, usually the Argosy student email, at least one week before the session start date.
Accessing eCollege through the Argosy Student Portal	<ol style="list-style-type: none"> 1. Go to the Argosy Student Portal at http://mycampus.argosy.edu and enter your Student Portal login and password; click the Login button. 2. Click the Academics tab. Enter your eCollege online course login and password in the Online Courses area; click the Login button. 3. Once you are logged into eCollege, locate your course in the “Course List” area and click the title link to enter the course. <p>Students will have access to their courses 3-days before the first day of a session.</p>
Alternate eCollege Log-in sites	<ul style="list-style-type: none"> ◦ www.argosy.edu/studentlink; click “Go to online courses”; enter your eCollege login and password; click “Go to Class” ◦ http://myeclassonline.com ; click “NO” on the pop up window. Enter your eCollege login and password; click “Go to Class”
Technical requirements	<ol style="list-style-type: none"> 1. Go to http://myeclassonline.com; click “NO” on the pop up window 2. Click “Technical Requirements”; click “NO” on the pop up window
eCollege Student Orientation Tutorial	It is highly recommended that students complete any eCollege tutorials before starting courses. The link and login information for the tutorial will be emailed you three weeks before the session starts.
Participation	<p>Students must log-in and participate at least</p> <ul style="list-style-type: none"> ◦ 3 days per week for Bachelor’s level online and blended courses ◦ 3 days per week for Master’s level online and blended courses ◦ 2 days per week for Doctoral online and blended level courses
Textbooks	MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm
eCollege Support	<ul style="list-style-type: none"> ◦ Please contact your instructor for questions about course requirements ◦ Please contact your campus if you believe you are enrolled in the wrong class or section ◦ Please contact the help desk at eCollege with technical issues like program errors, browser or site malfunctions at argosyhelpdesk@ecollege.com or 866.481.5562 ◦ If you need further assistance, please contact Online Services through the help form http://www.argosy.edu/RequestOnlineHelp.aspx

Updated: March 2009

TRANSCRIPTS

Requests for transcripts are made to the Student Services Department. Argosy University provides a transcript request form which can be obtained from the Student Services Department, or online at www.auconnection.net/chicago. The Family Educational Rights and Privacy Act of 1974 (FERPA) 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 submitted by fax 312.777.7746 that includes the student's name, ID number, date of birth, address to be sent, and signature are acceptable. The Student Services Department will release transcripts only when students have met all their financial obligations to the University. There is no charge for transcripts but "Express Transcripts" may be processed in 2 business days for a charge of \$20. Transcripts take 5 to 10 working days to process.

REGISTRATION

Registration procedures are set up to provide maximum flexibility for students. Argosy University, Chicago offers online registration during predetermined periods of time, as well as paper registration which can be emailed, faxed, dropped off or mailed in. Registration Bulletins are published prior to each semester and provide detailed information on registration policies, deadlines, payment options and refund policies.

REGISTRATION DEADLINES AND DATES

In order to provide flexibility of registration options, there are several registration deadlines and dates which vary depending upon the student's payment method, status and program.

1. **Payment Deadlines:**

Financial Aid Students must have a complete and approved financial aid application prior to the registration period. If financial aid does not cover the total tuition and fees for the registration period, students must provide an additional payment method through the Payment Arrangement Form.

Cash Pay Students (Students Not on Financial Aid) must provide a Payment Arrangement Form with a valid form of payment during the pre-registration period. This form is due on the date published in the Registration Bulletin which is prior to registration. Students will have to provide a credit card number to register without financial aid.

2. **Priority Registration:**

Time Tickets are set to allow students with more credits to register earlier for classes.

Online Priority Registration: All students who register online have priority over students who register through paper registration.

New Student Priority Registration: New students may have an opportunity to register for classes prior to priority registration for classes specifically offered for first year students.

3. **Late Registration:**

Late registration will be allowed with the permission of the Student Services Department, provided that the courses have not been closed to additional enrollment. Students are assessed a \$50 late registration fee if they register during the late registration period as listed in the Registration Bulletin.

4. **Failure to Register:**

Students who do not attend class or register for a full semester may be dropped from the program and subject to the reinstatement process before being allowed to return.

5. **Add/Drop Registration:**

Students may change their registration online during the online registration period.

After online registration is over, students must complete an Add/Drop Form and submit it to the registrar. There is a \$50 fee for dropping a class after the start of the term. The Add/Drop Form and the Academic Catalog outline the impact of adding and dropping classes on students' grades, financial aid, international status, and VA benefits. Add/Drop Forms are available online at www.auconnection.net/chicago.

Courses dropped before the first 10 percent of the term or instructional time has been completed will be removed from the transcript. Courses dropped after the first 10 percent and before 67 percent of the term or instructional time has been completed will reflect the grade of “W” (Withdrawn) on the transcript. Students may not drop courses after 67 percent of the term or instructional time has been completed.

6. Course Availability/Cancellation:

While Argosy University, Chicago makes every effort to provide sufficient course sections for students, Argosy University, Chicago 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 in place of the cancelled course.

7. Payment Deadlines:

Students are subject to payment deadlines as outlined in the *Registration Bulletin, Academic Catalog* and on the payment forms. These policies require students to be paid in full for the prior term at the point of registration and have a payment set up according to payment policies or have a complete and approved financial aid application on file which covers tuition for the term the student is registering for. Students will have a hold on their account at the point of registration or will have their registration returned if the above conditions are not met.

8. Holds:

Students must clear all holds on their account prior to registering. Holds may be placed on student accounts for incomplete registration, incomplete admissions or financial documentation, balances on their accounts from previous terms, incomplete financial aid, and library materials not returned. Students must contact the appropriate department to clear a hold on their account.

9. Automatic Registration:

Automatic registration may be used for students who must be continually enrolled in a course, which does not require them to be on campus. Automatic registration may only be used for Internship, Practicum, Advanced Group Leadership, 2nd term Professionalization Groups, Personal and Professional Development Groups and Clinical Research Projects / Dissertations.

COURSE TRANSFERS AND WAIVERS

TRANSFER CREDITS

The Student Services Department will publish the procedures to be observed in submitting external transfer and transfer requests. A copy of the Course Transfer Guidelines can be obtained from the Student Services Department, or online at www.auconnection.net/chicago.

STUDENT AFFAIRS

DISABILITY & ACCOMODATION SERVICES

Argosy University, Chicago 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, Chicago.

Argosy University, Chicago 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 Student Services office. If you have a concern or complaint in this regard, please contact the Director of Student Services, Eric Ziehlke, at 312.777.7637 or eziehlke@argosy.edu, or the Director of Career Services & Alumni Relations, Maricruz Ramos, at 312.777.7660 or mramos@argosy.edu. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

REFERRAL SERVICES

Career Services, Student Services and the Academic Resource Departments provide a variety of referral services to assist students in addressing specific needs. Among those most useful to students are peer tutorial assistance, lists of available employment positions and lists of area therapists.

INFORMATION CHANGES

It is the student's responsibility to report all changes in name and address to the Student Services office.

Address and Name Change Procedures

Changes of Address/Change of Name Forms are located in the reception area. Forms are also located online at the Student Services page on www.auconnection.net/chicago. Change of Address/Name Change Forms should be submitted to the Student Services office. You may also update your contact information on the Student Portal. Please allow one week for updates. Addresses and names can be viewed for accuracy on Student Portal.

HEALTH AND LIABILITY INSURANCE

Liability Insurance

All students on Practicum or Internship are required to pay for professional liability insurance. This fee is added to all practical classes and is included in Internship fees or Clinical Psychology programs. Questions about liability insurance should be directed to the Training Department.

Student Health Insurance

Argosy University makes available to students a student health insurance plan through a third party provider. Contact student services for more details.

STUDENT EVALUATIONS AND SURVEYS

Students will be given confidential mid-term course evaluation forms at the mid point of each course and end-of-term course evaluations at the completion of each course. These confidential surveys are used to track progress and provide feedback to instructors. Student feedback is essential to providing quality instruction.

GRADUATION

PETITIONING TO GRADUATE

Specific Program Graduation Requirements are outlined in the *Argosy University Academic Catalog*.

Students who are planning to graduate need to submit a Petition to Graduate Form along with the \$175.00 graduation fee (payable by check or credit card) to the Student Services Office **no later than the first day of the last term in which they plan to register**. Students who hand in their Petition to Graduate Form incomplete will not be processed until the following term and may not be allowed to participate in the graduation ceremony.

Petition to Graduate forms are reviewed after final grades are received for the term in which the student submits the form.

It is the student's responsibility to make sure all "Incomplete" and "In-Progress" grades are updated/completed by their final semester. In addition, all program requirements, including meeting practicum, internship, CRP requirements, and Dissertation must be complete by the end of the term in which the student plans to graduate. Students are encouraged to review their academic transcripts every semester to make sure any "Incomplete" or "In-Progress" courses have been updated

Students are allowed to walk in the graduation ceremony only if they complete all program requirements (including "Incompletes", CRP/Dissertation requirements, practicum/internship contract requirements, and course repeats) by the end of the term prior to the graduation ceremony itself, or by the deadline established by the Student Services Office. For example, given an October graduation ceremony, if a student completes internship after the completion of the Summer semester, but prior to the completion deadline established by Student Services for the ceremony, the student would be allowed to participate in the graduation ceremony.

DIPLOMAS

Diplomas are ordered once every term after the end of the term in which the student completes their requirements and after all grades for the term have been submitted. Students who have “Incomplete” or “In progress” grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. Diplomas take approximately two months to be processed.

COMMENCEMENT SERVICES

Commencement Services are held for students annually in the fall for students who graduated in the previous summer, spring and fall terms. Please see the Petition to Graduate form located online at www.auconnection.net/chicago. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP/ Dissertation requirements, practicum/ internship contract requirements, and course repeats).

STUDENT FINANCE

The Student Finance office is available to answer questions about financial aid, billing issues, payment plans and scholarships. Students can also view their accounts, financial aid history and status, and payments on Student Link. All forms and links to financial aid applications and resources can be found at www.auconnection.net/chicago

Please also review the “Financial Policies and Assistance” section of the Academic Catalog for current financial responsibilities to ensure registration completion.

Resources Available through the Student Finance office include:

- Direct Deposit Form
- Payment Plan Form
- Argosy University Financial Aid Guide
- Financial Aid Lender and Contact List
- Loan Consolidation Kits
- Federal Financial Aid Applications
- Alternative Loan Applications (Credit Based Loans)
- Scholarship and Grant Applications
- Loan Deferment Documentation
- Other resources as necessary.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Chicago provides the Campus Security Report to all of its employees and students as part of the Argosy University, Chicago 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. Ron Kimberling, at crkimberling@argosy.edu, or 312.777.7735.

The Argosy University, Chicago 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 AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campuses of Argosy University or in facilities controlled by Argosy University are prohibited by college regulations and are incompatible with the Argosy University 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 and the requirements of state and federal law, Argosy University has adopted this policy 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 10–12 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 Sanctions

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

Illinois State Laws

In Illinois, it is against the law to sell or deliver alcohol to anyone under twenty-one, or to any intoxicated person [235 ILCS 5/6-16]. Violations can result in fines of up to \$1,000 and one year in jail. It is also illegal for a person under twenty-one to present false identification in an attempt to purchase alcohol.

Recent legislation signed by the Governor provides further penalties: (1) The Secretary of State is authorized to suspend or revoke without a hearing the driver's license or instruction permit of a person under 21 who has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises. (2) Local liquor commissioners have the duty to report to the Secretary of State any conviction for a violation of the Liquor Control Act, or a similar provision of a local ordinance, prohibiting a person under 21 from purchasing, accepting, possessing, or consuming alcohol and prohibiting the transfer or alteration of identification cards, the use of the identification card of another or a false or forged identification card, or the use of false information to obtain an identification card. (3) The Secretary of State is authorized to suspend or revoke the driver's license or learner's permit of any person convicted of violating any of the prohibitions listed above in "(2)" or similar provisions of local ordinances.

Substantial penalties exist in Illinois for the operation of a motor vehicle by a driver with a blood or breath alcohol concentration of .08 or greater. (A good guideline for ensuring that your concentration of alcohol remains within legal limits is to consume no more than one drink - i.e., 1 ounce of spirits, 4 ounces of wine, or 12 ounces of beer - per hour.) Arrests are also possible at lower alcohol levels if driving is impaired. The first offense can result in a \$1,000 fine, incarceration for up to one year, and suspension or revocation of the offender's driver's license. Subsequent offenses entail penalties of significantly greater severity. Transporting open alcohol containers in a motor vehicle is also punishable under Illinois law.

Possession and delivery of illicit drugs are prohibited in Illinois through the Cannabis Control Act [740 ILCS 40/0.01 et seq.] and the Controlled Substances Act [720 ILCS 570/100 et seq. and 720 ILCS 570/401 et seq.]. Penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous offenses by the individual; and whether the individual intended to manufacture, sell, or use the drug. A first-time conviction of possession of a controlled substance can result in a one- to three-year prison sentence, plus a fine of up to \$15,000. More severe penalties may be imposed for conviction of class 2, 3, or 4 felonies involving manufacture or delivery to a minor. Vehicles used with knowledge of the owner in the commission of any offense prohibited by the Cannabis Control Act or Controlled Substances Act can be seized by the government; all ownership rights are forfeited.

Federal Sanctions

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 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 state-specific grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University 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, TREATMENT, OR REHABILITATION PROGRAM

Any student or employee who fails to abide by the terms of the above policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Resources For Drug or Alcohol Treatment Centers
South East Alcohol & Drug Abuse Centers (SEADAC)
8640 S South Chicago Ave, Chicago, IL 60617
773.731.9100

Alcohol Accredited Detox-Rehab Treatment Center
Coral Spgs, Chicago, IL60607
773.269.9100

Mercy Hospital & Medical Center: Alcohol and Drug Dependency Program
2525 S Michigan Ave Chicago, IL 60616
312.567.2446

Cap Alcohol Treatment Program
609 N Wells St, Chicago, IL 60610
312.255.8600

New Horizons Rehabilitation
4809 W Chicago Ave, Chicago, IL 60651
773.261.6663

Drug Rehab Centers Alcohol...

... heroin, cocaine, addiction drug rehab centers Chicago Illinois IL alcohol rehab center
alcoholism rehabilitation treatment ...
new-hope-recovery.com

New Hope Recovery Center
550 W Webster Ave, Chicago, IL 60614
773.935.1830

APPENDIX I

FACULTY LISTING

Argosy University, Chicago has a highly experienced core faculty with extensive backgrounds in a wide range of experiential situations. Most of our core faculty has been practitioners, trainers and teachers for over 10 years, and a significant number have pursued advanced training.

Below is a list of our core faculty at Argosy University, Chicago.

ADMINISTRATION

C. Ronald Kimberling, PhD
University of Southern California
Campus President

Susan Sances, PsyD
Illinois School of Professional Psychology
Vice President of Academic Affairs

COLLEGE OF BUSINESS

Alan Burns, PhD
Kent State University
Program Chair, Graduate Business

Bharat Thakkar, PhD
Illinois Institute of Technology
Associate Professor

Mohammad Malkawi, PhD
University of Illinois-Champaign/Urbana
Associate Professor

COLLEGE OF EDUCATION

Tim Brown, EdD
Indiana University
Program Chair, Education, Organizational Leadership

Deborah Hill, PhD
Northwestern University
Associate Professor

Diana Grossi, EdD
University of Illinois-Champaign/Urbana
Associate Professor

Florine Robinson, EdD
Northern Illinois
Associate Professor

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ARGOSY UNIVERSITY, CHICAGO

CLINICAL PSYCHOLOGY

Penny Asay, PhD
University of Maryland, College Park
Assistant Professor

Adam Froerer, PhD
Texas Tech University
Assistant Professor

Sue Bae, PhD
University of Chicago
Associate Professor

Kathy P. Goggin, PsyD
Illinois School of Professional Psychology
Associate Professor

Jenine Chiles, PsyD
Illinois School of Professional Psychology
Consortium Director/Assistant Professor

Valerie Harrington, PhD
Temple University
Assistant Professor

Charles E. Davis, PhD
University of North Carolina, Chapel Hill
Associate Professor

Leah S. Horvath, PhD
University of Kentucky
Associate Chair Clinical Psychology Program

Judith Flaxman, PhD
Northwestern University
Professor

Mark Kiel, PsyD
Illinois School of Professional Psychology
Associate Professor

Myra M. Lawrence, PsyD

Illinois School of Professional Psychology
Professor

Myra Leifer, PhD

University of Chicago
Professor

Robert Marshall, PhD

University of Chicago
Director of Training

Steven Miller, PhD

Loyola University Chicago
Assistant Professor

Kathleen O'Brien, PhD

Arizona State University
Professor

Scott D. Pytluk, PhD

University of California
Associate Professor

Mirjam Quinn, PhD

Purdue University
Professor

Christopher Rector, PhD

Loyola University Chicago
Assistant Professor

Peter Reiner, PhD

University of North Carolina, Chapel Hill
Associate Professor

Neal Rubin, PhD

University of Chicago
Professor

Eliezer Schwartz, PhD

Illinois Institute of Technology
Professor

Rahul Sharma, PsyD

Chicago School of Professional Psychology
Assistant Professor

Annemarie Slobig, PsyD

Illinois School of Professional Psychology
Program Chair, Clinical Psychology

COUNSELOR EDUCATION PROGRAMS

Tsui-Yee Chow, EdD

Northern Illinois University
Program Chair, Counselor Education

Gary Koch, PhD, NCCN

Southern Illinois University
Director of Training/Associate Professor

Margaret Smith-Zoeller, PsyD

Chicago School of Professional Psychology
Associate Director of Training/Assistant Professor

Andrew Suth, PhD

University of Chicago
Associate Professor

John Tirado, PhD

Illinois Institute of Technology
Associate Professor

Courtland Tisdale, PhD

Northwestern University
Assistant Professor

David J. Van Dyke, PhD

University of Georgia
Associate Professor

Margaret Warner, PhD

University of Chicago
Professor

Julie Wernke, PhD

University of Cincinnati
Assistant Director of Training/Assistant Professor

Torrey Wilson, PhD

Loyola University Chicago
Associate Professor

Marjory Witty, PhD

Northwestern University
Professor

Sandra G. Zakowski, PhD

Uniformed Services University of Health Sciences
Associate Professor

Kaveh Zamanian, PhD

California School of Professional Psychology
Associate Professor

Susan S. Zoline, PhD

DePaul University
Associate Professor

Kent Provost, PhD, NCCN

Idaho State University
Assistant Professor

Shedeh Tavakoli, PhD

Wayne State University
Assistant Professor

COLLEGE OF UNDERGRADUATE STUDIES

Jerome Wilczynski, PsyD

Illinois School of Professional Psychology
Program Chair, Undergraduate Programs

APPENDIX II

CAMPUS DIRECTORY

Argosy University, Chicago

225 N. Michigan Ave
Chicago, Illinois 60601

Campus Main Phone: 312.777.7600 Toll Free: 800.626.4123

Campus Main Fax: 312.777.7748

Argosy University Online 866.427.4679

Website: www.argosy.edu

Campus Website: www.auconnection.net/chicago

All phones may be reached by dialing 312.777.plus 4 digit extension

Most email addresses are first initial followed by last name @argosy.edu

Telephone Extensions (All phone numbers and office numbers are subject to change)

ADMINISTRATION

Name	Extension	Title
Ayers, Irene.....	7630.....	Director, Administrative & Financial Services
Erickson, Robert.....	7737.....	Administrative Service Manager
Heenan, Colleen.....	7736.....	Executive Assistant
Houston, Kristina.....	7654.....	Human Resources Generalist
Kimberling, C. Ronald.....	7735.....	Campus President
Mejia, Dervin.....	7647.....	Mailroom Coordinator
Sances, Susan.....	7731.....	Vice President of Academic Affairs
Tobler, Debra.....	7601.....	Administrative Assistant

ADMISSIONS

Name	Extension	Title
Anderson, Dana.....	7613.....	Assistant Director of Admissions
Baker, Robert.....	7614.....	Assistant Director of Admissions
Beal, Laura.....	7611.....	Associate Director of University Outreach
Boettcher, Sean.....	7617.....	Assistant Director of Admissions
Chuang, Ivy.....	7612.....	Assistant Director of Admissions
Curran, Catherine.....	7606.....	Managing Associate Director of Admissions
Dill, Lisa.....	7615.....	Assistant Director of Admissions
Jolipa, Sheryl.....	7618.....	Assistant Director of Admissions
Malloy, Nora-Lisa.....	7609.....	Assistant Director of Admissions
McCarville, Tyler.....	7636.....	Assistant Director of Admissions
Pyszkowski, Micki.....	7605.....	Senior Director of Admissions
Staley, Jade.....	7610.....	Coordinator of Admissions
Thurston, David.....	7623.....	Assistant Director of Admissions
Torres, Elizabeth.....	7627.....	Receptionist
Tremayne, Regina.....	7607.....	Senior Coordinator of Admissions
Tumur-Ochir, Monzie.....	7608.....	Coordinator of Admissions
Admissions Fax.....	312.777.7750	

CAREER SERVICES & ALUMNI RELATIONS

Name	Extension	Title
Ramos, Maricruz.....	7660.....	Director of Career Services & Alumni Relations

COLLEGE OF BUSINESS

Name	Extension	Title
Burns, Alan.....	7715.....	Program Chair
Lowe, Eric.....	7721.....	Department Administrator
Malkawi, Mohammad.....	7673	
Thakkar, Bharat.....	7716	

COLLEGE OF EDUCATION

Name	Extension	Title
Brown, Tim.....	7648.....	Program Chair
Grossi, Diana.....	7688	
Hill, Debra.....	7624	
Kolessar, Jacquleen.....	7710.....	Department Administrator
Robinson, Florine.....	7722	

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ARGOSY UNIVERSITY, CHICAGO

CLINICAL PSYCHOLOGY DEPARTMENT

Name	Extension	Title
Johnson, Toniqa.....	7672.....	Department Administrator
Horvath, Leah.....	7681.....	Associate Program Chair
Slobig, Annie.....	7680.....	Dean, ASPP Program Chair
Asay, Penny.....	7713	
Bae, Sue.....	7682	
Davis, Charles.....	7684	
Flaxman, Judy.....	7685	
Froerer, Adam.....	7709	
Goggin, Kathy.....	7687	
Harrington, Valerie.....	7659	
Kiel, Mark.....	7671	
Lawrence, Myra.....	7689	
Leifer, Myra.....	7690	
Miller, Steven.....	7658	
O'Brien, Kathleen.....	7691	
Pytluk, Scott.....	7693	
Quinn, Mirjam.....	7634	
Rector, Christopher.....	7725	
Reiner, Peter.....	7711	
Rubin, Neal.....	7695	
Schwartz, Eliezer.....	7696	

Sharma, Rahul.....	7707
Suth, Andrew	7697
Tirado, John	7698
Tisdale, Courtland.....	7712
Van Dyke, David.....	7699
Warner, Margaret.....	7701
Wilson, Torrey	7616
Witty, Marge.....	7702
Zakowski, Sandra	7688
Zamanian, Kaveh.....	7683
Zoline, Susan.....	7704
Clinical Psych Fax.....	312.777.7748

COLLEGE OF UNDERGRADUATE STUDIES

Name	Extension	Title
Lowe, Eric.....	7721	Department Administrator
Wilczynski, Jerome.....	7677	Program Chair of Undergraduate Studies

COUNSELOR EDUCATION DEPARTMENT

Name	Extension	Title
Chow, Tsui-Yee.....	7679.....	Program Chair
Koch, Gary	7694.....	Director of Training
Wright, Steve.....	7730.....	Department Administrator
Giorgis, Tadesse	7657	
Provost, Kent.....	7641	
Tavakoli, Shede.....	7706	

LIBRARY SERVICES

Name	Extension	Title
Chen, Qi.....	7650.....	Director of Library Services
Circulation Desk.....	7653	
Flanagan, Anne.....	7645.....	Senior Writing Specialist, Academic Learning Center
Kallista, Fay	7651.....	Librarian
Library Fax	312.777.7749	

STUDENT FINANCE

Name	Extension	Title
Berkoff, Lyudmila.....	7620.....	Director of Student Financial Services
Morris, Alexandria.....	7621	Student Finance Assistant
Perez, Dana.....	7661.....	Student Finance Assistant
Smith, Zachary.....	7640.....	Student Finance Assistant
Student Worker.....	7705	
Student Finance Fax	312.777.7625	

STUDENT SERVICES

Name	Extension	Title
Anderson, Janice.....	7622.....	International Advisor
Blotnick, Nicole	7639.....	Academic Advisor, Undergraduate Programs
FitzGibbon, Jennifer.....	7638.....	Associate Director of Student Services
Kirkwood, Nekeda.....	7631.....	New Student Coordinator
Moriwaki, Adam.....	amoriwaki@argosy.edu ...	IRB Coordinator
Shippen, Tyler	7635.....	Registrar
Ziehlke, Eric	7637.....	Director of Student Services
Student Services.....	7686	
Student Services Email.....	auchicagostudentserv@argosy.edu	
Student Services Fax.....	312.777.7625	
Registrar's Fax	312.777.7746	

TRAINING DEPARTMENT

Name	Extension	Title
Chiles, Jenine	7678.....	Consortium Director
Kastel, Ilene	7646.....	Training Department Counselor
Marshall, Robert	7670.....	Director of Training
Martin-Hayes, Esther.....	7665.....	Coordinator of Clinical Training
Wernke, Julia.....	7669.....	Associate Director of Training
Training Student Workers ...	7667	
Training Department Fax....	312.777.7747	



APPENDIX III

ACADEMIC AND HOLIDAY CALENDAR

Fall 2009 Semester September 8, 2009 – December 19, 2009

Session I September 8, 2009-October 28, 2009

Session II October 29, 2009-December 19, 2009

September 2009

September 7, 2009	Labor Day (Campus Closed)
September 8, 2009	Fall 2009 Semester Begins; Fall 2009 Semester Session I Begins
September 15, 2009	Course Drop Deadline for Fall 2009 Semester Session I-- 7 ½ Week Courses
September 18, 2009	12 pm Course Drop Deadline for Fall 2009 Semester Session I - 15 week courses

October 2009

October 11, 2009	Grade of “W” Deadline for Fall 2009 Semester Session I--7 ½ week courses
October 28, 2009	Fall 2009 Semester Session I Ends
October 29, 2009	Fall 2009 Semester Session II Begins

November 2009

November 5, 2009	Course Drop Deadline for Fall 2009 Semester Session II - 7 ½ week courses
November 14, 2009	Grade of “W” Deadline for Fall 2009 Semester Session I-- 15 week courses
November 26, 2009	Thanksgiving Day (Campus Closed)
November 27, 2009	Day After Thanksgiving (Campus Closed)

December 2009

December 2, 2009	Grade of “W” Deadline for Fall 2009 Semester Session II--7 ½ week courses
December 19, 2009	Fall 2009 Semester Ends; Fall 2009 Semester Session II Ends
December 24, 2009	Christmas Eve (Campus Closed)
December 25, 2009	Christmas Day (Campus Closed)
December 31, 2009	New Year’s Eve (Campus Closed)

Spring 2010 Semester January 11, 2010 – April 24, 2010

Session I January 11, 2010 – March 3, 2010

Session II March 4, 2010 – April 24, 2010

January 2010

January 1, 2010	New Year’s Day (Campus Closed)
January 11, 2010	Spring 2010 Semester Begins; Spring 2010 Semester Session I Begins
January 18, 2010	Martin Luther King, Jr. Birthday observed (Campus Closed)
January 19, 2010	Course Drop Deadline For Spring 2010 Semester Session I-7 ½ week courses
January 22, 2010	12 pm Course Drop Deadline For Spring 2010 Semester Session I -- 15 week courses

February 2010

February 5, 2010	Summer 2010 Semester Final Schedule Available
February 12, 2010	President’s Day (Campus Closed)
	Summer 2010 Semester Registration Begins
February 14, 2010	Grade of “W” Deadline for Spring 2010 Semester Session I--7 ½ week courses

March 2010

March 3, 2010	Spring 2010 Semester Session I Ends
March 4, 2010	Spring 2010 Semester Session II Begins
March 6, 2010	Last Day to Add Spring 2010 Semester Session II 7 ½ week courses
March 11, 2010	Course Drop Deadline For Spring 2010 Semester Session II - 7 ½ week courses
March 20, 2010	Grade of "W" Deadline for Spring 2010 Semester Session I--15 week courses

April 2010

April 2, 2010	Good Friday (Campus Closed)
April 7, 2010	Grade of "W" Deadline for Spring 2010 Semester Session II--7 ½ week courses
April 24, 2010	Spring 2010 Semester Ends; Spring 2010 Semester Session II Ends

Summer 2010 Semester May 10, 2010 – August 21, 2010

Session I May 10, 2010 – June 30, 2010

Session II July 1, 2010 – August 21, 2010

May 2010

May 10, 2010	Summer 2010 Semester Begins; Summer 2010 Semester Session I Begins
May 17, 2010	Course Drop Deadline for Summer 2010 Semester Session I -7 ½ week courses
May 21, 2010	12 pm Course Drop Deadline for Summer 2010 Semester Session I -- 15 week courses
May 31, 2010	Memorial Day (Campus Closed)

June 2010

June 13, 2010	Grade of "W" Deadline for Summer 2010 Semester Session I—7 ½ week courses
June 30, 2010	Summer 2010 Semester Session I Ends

July 2010

July 1, 2010	Summer 2010 Semester Session II Begins
July 3, 2010	Independence Day holiday (Campus Closed)
July 8, 2010	Course Drop Deadline for Summer 2010 Semester Session II—7 ½ week courses
July 17, 2010	Grade of "W" Deadline for Summer 2010 Semester Session I--15 week courses

August 2010

August 4, 2010	Grade of "W" Deadline for Summer 2010 Semester Session II—7 ½ week courses
August 21, 2010	Summer 2010 Semester Ends; Summer 2010 Semester Session II Ends