
OUR MISSION

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



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SECTION 1 - 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 2008-2009 *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. The Chicago Campus employs an outstanding, accessible faculty to deliver the finest 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 Argosy 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 Chicago Campus community, please accept our very best wishes to you as you pursue your educational and professional career goals.

Sincerely,

C. Ronald Kimberling, Ph.D.

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 MAIL BOXES

All students have a "mailbox." The "mailbox" is actually a hanging file in file holders. Students should check their mailbox on a regular basis for communications from faculty and/or administrators. If a student finds that they do not have a "mailbox" folder, they should contact Student Services to have one made.

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 800-351-3450 ext. 6890 for information. Student Services at Argosy University, Chicago, also can provide a listing of housing and rental agencies within the Chicago area.

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.metrail.com/>

BUILDING HOURS

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

Argosy University, Chicago building hours are:

Monday to Thursday	7:30am to 10:30 pm
Friday	7:30am to 9:30 pm
Saturday	7:00 am to 7:30 pm
Sunday	8:30 am to 6:30 pm

STUDENT ADVISEMENT

FACULTY ADVISORS: DOCTORAL CLINICAL PSYCHOLOGY PROGRAMS

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 practicum, 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.

FACULTY ADVISORS: MA 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 term and Professionalization Group II during the subsequent Fall term). The leader of this class serves as these students' academic advisor through graduation.

FACULTY ADVISORS: MA COUNSELOR EDUCATION PROGRAMS

Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues. Soon after enrollment, students are assigned a faculty advisor who will serve as the academic advisor throughout the student's matriculation. 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.

FACULTY ADVISORS: BUSINESS, EDUCATION, DOCTORAL COUNSELOR EDUCATION AND UNDERGRADUATE PSYCHOLOGY

The program chair of each department serves as the advisor to all new students within that department students should meet with their advisor at least once each year or on an at-need 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.

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>.

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.

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 bi-weekly 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* every other week to assure regular progress through the university, as well as inform themselves about the special events that take place throughout the year. The *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

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 30 feet 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 in. 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.

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.

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.

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

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 threatening 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

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.

RESOURCE MATERIALS

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 LOANS

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. The materials then go directly into students' mailboxes. 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

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

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.

AUDIO TAPES

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."

PURCHASE INSTRUCTIONS - 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.

PURCHASE INSTRUCTIONS - 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.



SECTION FOUR - STUDENT SERVICES AND RESOURCES

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 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 5-12 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 dropped off or mailed in. Registration Bulletins are published prior to each term 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 for some programs to allow students with more credits to register earlier for classes. The programs that offer this option are assigned a time ticket which is published in the Registration Bulletin.

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

Paper Priority Registration: Students who register by paper during the priority registration period will be processed after online registration. Please see the Registration Bulletin for further information on drop-off or mail-in 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. Last Day to Register:

Students who do not register by the last day to register as printed in the Registration Bulletin may be dropped from the program.

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 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 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.

ONLINE COURSES

	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 be emailed to you three weeks before the session starts.	Highly recommended that you complete before starting courses. The link and login information will be 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@ecollege.com	Call 1-888-720-6654
Student Support	Student Support Form can be found at www.argosy.edu/studentlink	Student Support Form can be found at www.argosy.edu/studentlink

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 Amy Herrick at 312-777-7637 or aherrick@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. Please allow one week for updates. Addresses and names can be viewed for accuracy on Student Link.

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 \$150.00 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

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT—MAY 2008

ARGOSY UNIVERSITY, CHICAGO 225 N. MICHIGAN
CHICAGO IL 60601

INTRODUCTION

The Argosy University, Chicago is providing the following information 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 President, Dr. C. Ronald Kimberling at Argosy University, Chicago, 225 N. Michigan Ave, Chicago, IL 60601, 312-777-7600.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

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. Employees receive a copy in their mailboxes. The report is distributed to all students through the Student Handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Argosy University, Chicago Director of Student Services, Amy Herrick. Reports are kept in a secure location in the Directors office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University, Chicago that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Argosy University, Chicago facilities to the Director of Student Services, Amy Herrick either in person or by calling 312-777-7637 or the City of Chicago Police Department by dialing 911.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Director of Student Services. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder. In the event of fire or medical emergencies, staff and employees should contact the City of Chicago Police by dialing 911 and then notify the Director of Student Services, Amy Herrick.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the U.S. Department of Education. Reports are kept in a secure location in the office of the director of Student Services. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the director of Student Services.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of the Argosy University, Chicago that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University, Chicago policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to check in at the front reception area.

ACCESS TO ACADEMIC BUILDINGS

The reception area staffs are responsible for the greeting of all faculties and staff is available on the Upper Concourse and Thirteenth floors of Argosy University, Chicago at 225 N. Michigan Ave, Chicago, IL 60601. Access to the building is restricted to normal business and class hours; doors are locked during other hours. Suspicious persons are questioned and asked to leave.

CAMPUS SECURITY PROCEDURES AND PRACTICES PROGRAMS

The director of Student Services will discuss campus security procedures and practices with students during orientation. During this discussion, special emphasis will be placed on encouraging students and employees to be responsible for their own security and the security of others.

The campus security procedures will be distributed to students and employees via student mailboxes once per academic year. They will also be posted in the student lounge. In conjunction with the Student Government Association, Argosy University, Chicago will offer a program annually on safety and crime prevention & how to avoid becoming a victim of sexual assault.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police

At the student's request, security, the Director of Student Services, the Executive Committee or other Argosy University, Chicago officials will assist in notifying the proper authorities. Victims of sexual assault should follow these recommended steps:

Go to a safe place following the attack

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack

Go to a hospital emergency room for medical care

Make sure you are evaluated for the risk of pregnancy or venereal disease

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone

Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Argosy University, Chicago will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University, Chicago personnel take steps or actions reasonably feasible to prevent any unnecessary contact or proximity with alleged assailants.

Information Regarding Registered Sex Offenders

The Illinois State Police, sexual assault unit, sex and kidnapping offender details office maintains records and information on sex and kidnapping offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public at <http://www.isp.state.il.us/sor>.

MONITORING AND RECORDING OFF CAMPUS CRIMINAL ACTIVITY

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

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

CRIME STATISTICS FOR ARRESTS ON CAMPUS

Argosy University, Chicago does not have any non-campus buildings or property. January 1, 2007 through December 31, 2007, data is reported for 350 North Orleans, Chicago, IL 60654.

Number of Occurrences Reported 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	3	0	1	0	2
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	3
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 Crimes	0	0	0	0	0	0
Totals	0	3	0	1	0	5

Number of Arrests/Referrals for Campus Disciplinary Action						
Criminal Offense	2005		2006		2007	
	On Campus	Public Property*	On Campus	Public Property*	On Campus	Public Property*
Drug Abuse Violations	0	0	0	1	0	0
Weapons Possession	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Total	0	0	0	1	0	0

* Public Property is defined as the sidewalk fronting the building and the building's public lobby

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

Deliriant (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) 269-2150

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 1 – FACULTY LISTING

CORE FACULTY DESCRIPTIONS

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 with a brief description of their individual backgrounds, interests, current activities and years at Argosy University, Chicago.

EXECUTIVE FACULTY

Tim Brown, Ed.D.

Indiana University

Program Chair, Education Programs

Mary Callahan, Ph.D.

Capella University

Program Chair, Business Programs

Tsui-Yee Chow, Ed.D.

Northern Illinois University

Program Chair, Counseling Education Programs

Susan Sances, Psy.D

Illinois School of Professional Psychology

Vice President of Academic Affairs

Annmarie Slobig, Psy.D

Illinois School of Professional Psychology

Program Chair, Clinical Psychology Programs

Jerome Wilczynski, Psy.D

Illinois School of Professional Psychology

Program Chair, Undergraduate Programs

CORE FACULTY FOR CLINICAL PSYCHOLOGY PROGRAMS

Penny Asay, Ph.D.

University of Maryland, College Park

Assistant Professor

Sue Bae, Ph.D.

University of Chicago

Associate Professor

Charles E. Davis, Ph.D.

University of North Carolina, Chapel Hill

Associate Professor

Judith Flaxman, Ph.D.

Northwestern University

Associate Professor

Karen Godfredsen, Psy.D.

Wright Institute

Consortium Director

Kathy P. Goggin, Psy.D.

Illinois School of Professional Psychology

Associate Professor

Leah S. Horvath, Ph.D.

University of Kentucky

Associate Chair Clinical Psychology Program

E. Amy Janke, Ph.D.

Ohio University

Assistant Professor

Mark Kiel, Psy.D.

Illinois School of Professional Psychology

Assistant Professor

Myra M. Lawrence

Illinois School of Professional Psychology

Professor

Myra Leifer, Ph.D.

University of Chicago

Professor

Robert Marshall, Ph.D.

University of Chicago

Director of Training

Kathleen O'Brien, Ph.D.

Arizona State University

Associate Professor

Scott D. Pytluk, Ph.D.

University of California

Associate Professor

Peter Reiner, Ph.D.

University of North Carolina, Chapel Hill
Associate Professor

Neal Rubin, Ph.D.

University of Chicago
Professor

Eliezer Schwartz, Ph.D.

Illinois Institute of Technology
Professor

Rahul Sharma, Psy.D.

Chicago School of Professional Psychology
Assistant Professor

Andrew Suth, Ph.D.

University of Chicago
Assistant Professor

John Tirado, Ph.D.

Illinois Institute of Technology
Associate Professor

David J. Van Dyke, Ph.D.

University of Georgia
Associate Professor

Margaret Warner, Ph.D.

University of Chicago
Professor

Julie Wernke, Ph.D.

University of Cincinnati
Assistant Director of Training/Assistant Professor

Marjory Witty, Ph.D.

Northwestern University
Professor

Sandra G. Zakowski, Ph.D.

Uniformed Services University of Health Sciences
Associate Professor

Kaveh Zamanian, Ph.D.

California School of Professional Psychology
Associate Professor

Susan S. Zoline, Ph.D.

DePaul University
Associate Professor

CORE FACULTY FOR THE COUNSELOR EDUCATION PROGRAM

Linda Robinson, Psy.D.

Illinois School of Professional Psychology
Assistant Professor

CORE FACULTY FOR EDUCATION PROGRAMS

Florine Robinson, Ed.D.

Northern Illinois
Professor

CORE FACULTY FOR BUSINESS PROGRAMS

Bharat Thakkar, Ph.D.

Illinois Institute of Technology
Professor



ARGOSY
UNIVERSITY.

APPENDIX 2 - CAMPUS DIRECTORY

Argosy University, Chicago
225 N. Michigan Ave
Chicago, Illinois 60601

Phone: 312/777-7600 Toll Free: 800/626-4123 Fax: 312/777-7750

Website: www.argosy.edu

Campus Website: www.auconnection.net/chicago

All phones may be reached by dialing 312/777-plus 4 digit extension

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

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

ACADEMIC LEARNING CENTER

Gettridge, Kolleen.....7645Director

ADMINISTRATIVE STAFF

Ayers, Irene.....7630Business Manager

Erickson, Robert.....7737Administrative Service Manager

Kimberling, C. Ronald.....7735President

Heenan, Colleen7736Executive Assistant

Reibel, Jerard.....7644Technology Support Supervisor

Sances, Susan.....7731Vice President of Academic Affairs

Tobler, Debra.....7601Receptionist

CAREER SERVICES

Azizi, Asal.....7705Student Assistant

Ramos, Maricruz.....7660Director of Career Services and Alumni Relations

CLINICAL PSYCHOLOGY DEPARTMENT

Hopkins, Toniqa7672Coordinator for the ASPP

Horvath, Leah7681Associate Program Chair

Slobig, Annie.....7680Dean, ASPP, Program Chair

Bae, Sue.....7682

Rubin, Neal.....7695

Davies, Elizabeth7694

Schwartz, Eliezer.....7696

Davis, Charles7684

Sharma, Rahul.....7707

Flaxman, Judy7685

Suth, Andrew7697

Gorvine, Ben7708

Tirado, John7698

Goggin, Kathy.....7687

Van Dyke, David.....7699

Kiel, Mark.....7671

Warner, Margaret.....7701

Lawrence, Myra7689

Witty, Marge.....7702

Leifer, Myra7690

Zamanian, Kaveh.....7683

O'Brien, Kathleen.....7691

Zoline, Susan.....7704

Phillips, Gary.....7692

Clinical Psych Fax.....312.777.7748

Pytluk, Scott.....7693

COUNSELOR EDUCATION DEPARTMENT

Chow, Tsui-Yee.....7679Program Chair

Robinson, Linda7678

LIBRARY SERVICES

Chen, Qi.....7650Director of Library Services

Circulation Desk.....7653

Kallista, Fay7651Librarian

Sandor, Manette.....7652Library Assistant

Library Fax is.....312.777.8782

SCHOOL OF BUSINESS

Callaghan, Mary7715Program Chair

Thakkar, Bharat7716

SCHOOL OF EDUCATION

Bennett, Randy7723

Lowe, Eric.....7721Coordinator for Business, Education &
Undergraduate Studies

Robinson, Florine.....7722

STUDENT FINANCE

Berkoff, Lyudmila.....7620Dir of Student Financial Services

Rush, Marquita7621Student Finance Assistant

Smith, Zachary.....7640Student Finance Assistant

Student Finance Fax is312.777.7625

STUDENT SERVICES

Anderson, Janice.....7622International Advisor

Blotnick, Nicole7639New Student Coordinator

FitzGibbon, Jennifer.....7638Student Services Coordinator

Herrick, Amy7637Director of Student Services

Shippen, Tyler7635Registrar

Student Services Fax is.....312.777.7625

Registration & Transcript Fax (Tyler's).....312.777.7746

TRAINING DEPARTMENT

DeLeon, Maria7666Work Study-Administrative

Marshall, Robert.....7670Director of Training

Martin-Hayes, Esther.....7665Coordinator of Clinical Training

Nelson, Holly.....7646Counselor

Training Student Workers7667

Training Department Fax is312.777.7747

UNDERGRADUATE STUDIES

Wilczynski, Jerome.....7677Program Chair of Undergraduate Studies

APPENDIX 3 - ARGOSY UNIVERSITY, CHICAGO CAMPUS ACADEMIC YEAR SCHEDULE 2008-2009

FALL 2008:

September 2-December 13

Session I: 9/2-10/22

Add/Drop for Session I: September 9th

Session II: 10/23-12/13

Add/Drop for Session II: October 31st

No School Thursday, November 27th and 28th Thanksgiving

SPRING 2009:

January 10-April 23

Session I: 1/10-3/2

Add/Drop for Session I: January 17th

No School Monday, January 19th Martin Luther King Day

No School Monday, February 16th President's Day

Session II: 3/3-4/23

Add/Drop for Session II: March 10th

No School Friday, April 10th Good Friday

SUMMER 2009:

May 9-August 20

Session I: 5/9-6/29

Add/Drop for Session I: May 16th

No School Monday, May 25th Memorial Day

Session II: 6/30-8/20

Add/Drop for Session II: July 7th