
OUR MISSION

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



Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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



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SECTION ONE

INTRODUCTION

About This Handbook

Your *Argosy University, Schaumburg Student Handbook* is a valuable resource as you progress through your academic program. The student handbook makes it easy to know where to go for resources and information. It includes policies and procedures that are important for you to read and understand.

The *Argosy University, Schaumburg Student Handbook* incorporates by reference the *Argosy University 2008-2009 Catalog*. Regulations and procedures found in this document are considered to be part of this Handbook. Make sure to refer to your catalog for further information.

Welcome to Argosy University, Schaumburg!

Whether you are a returning student or are new to our campus, I hope this student handbook proves to be a valuable resource for you.

We here at Argosy University, Schaumburg pride ourselves on being a community dedicated to enriching the lives of those who join our campus. Our focus is helping our students achieve their educational, personal, and professional goals. We are committed to working with students to understand their educational objectives and to help them map strategies for achieving their professional aspirations.

I wish you the best of luck in the coming year. Please know that my door is always open. If I can assist you in achieving your educational goals, please do not hesitate to schedule a time to meet with me. I am here for our students.

Have a great year!

James Chitwood, MBA
Campus President

Jurisdiction/Subject to Change

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



SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

The Argosy University, Schaumburg is located at 999 N. Plaza Drive, Suite 111, Schaumburg, IL 60173-5403. The main phone line is (847) 969-4900. The main fax line is (847) 969-4998.

PARKING AND TRANSPORTATION

Students attending Argosy University, Schaumburg may only park around the 1000, 999 & 1111 Plaza Drive buildings. Any vehicle parked in restaurant lots or reserved areas will be towed! Students park at their own risk and liability. Parking stickers, though not required, may be obtained from the Service Bureau located on the 2nd floor of the 1000 Plaza Drive Building.

CAMPUS ORGANIZATION

The campus is organized into the following administrative departments: Admissions, Academic and Student Services, Student Finance, Academic Program Departments, Library, and the Department of Training. Contact information is in the sections on Building Administration Contact Information and Academic Services.

STUDENT ACTIVITIES

Student and Professional Organizations

There are a number of opportunities for students to serve as part of the campus governance process. The Student Council serves as the official voice of the students and is organized with the principal purpose of serving student needs. Students interested in working either on or with the Student Council should contact either the Student Council officers or the Academic and Student Services Department for the names of those serving on the Student Council.

Special Interest Organizations

Students are also invited to serve as members of certain school faculty committees such as Student Affairs and Diversity. Additional information on committees and the opportunities for service on them can be obtained from the Academic and Student Services Department.

BUILDING AND OFFICE HOURS

Building Hours

Mon. – Fri..... 7:30am – 10:00pm
Saturday 7:30am – 5:00pm
Sunday..... 8:00am – 4:00pm

Admissions Hours

Mon. – Thurs. 8:30am – 8:00pm
Friday 8:30am – 5:00pm
Saturday 8:30am – 1:00pm

Library Hours

Mon. – Thurs. 8:30am – 9:00pm
Friday 8:30am – 6:00pm
Saturday 8:30am – 3:30pm
Sunday..... 11:00am – 4:00pm

These hours are subject to change during the holiday/semester breaks and summer sessions and will be posted on the library door.

Academic and Student Services Hours

Mon. – Thurs. 8:30am – 8:00pm
Friday 8:00am – 5:00pm
Saturdays..... 8:30am – 12:30pm

These hours are expanded at the beginning of the semester and by appointment.

Student Financial Services Hours

Mon – Thursday 8:30am – 8:00pm and by appointment

Friday 8:00am – 5:00pm

Career Services Hours

By appointment

Writing Resource Center Hours

By appointment

ACADEMIC SERVICES/ADVISING

Faculty Advisors

Campus deans and program chairs are a resource for students who are in need of advisement regarding academics or other program policies. They will assist students and/or direct them to other appropriate personnel.

Other Academic Support Services

- Pro Group Leaders serve as advisors to first year clinical students. Seminar leaders serve as advisors to second year clinical students.
- Professional Ethics instructors are designated as advisors for master’s Counselor Education students. Doctoral Counselor Education students will work with Dr. La Don Jackson.
- Dissertation and Clinical Research Project Chairs serve as advisors to registered students working on their papers.
- Teaching Assistants are assigned to some clinical classes.

WEBSITES AND PUBLICATIONS

Argosy University Website

The Argosy University Website is <http://www.argosy.edu>. Through this website you can access campus and programmatic descriptions, the academic catalog, student insurance information, and financial aid information.

Campus Intranet

Argosy University, Schaumburg has its own intranet site for students to access class schedules, forms, syllabi, department information and other miscellaneous information. The intranet site address is www.auschaumburg.net.

Student Link

Students can access Student Link to view their schedules, register for classes, access transcripts, make payments online, and more. To login, go to <https://banner.argosy.edu> and click on “Enter Secure Area.” At the login screen enter your **User ID**: (Your Student ID number (@000#####) or your Social Security Number and **PIN**: (you initial PIN is your birthday, MMDDYY). The first time you log in you will be prompted to change your PIN (must be six numbers). You will also be prompted to provide a Security Question and Answer.

ONLINE COURSES

	Courses with section number that begins with BL or OL	Courses with section number that begins with 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 to Access Course	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of class.	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of the class.
Log-in	Username and password will be emailed to students at least one week before the session start date.	Username and password will be emailed to students at least one week before the session start date.
Orientation	Highly recommended that students complete before starting courses. The link and login information will be emailed you three weeks before the session starts.	Highly recommended that students complete before starting courses. The link and login information will be emailed 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/argosy.htm
eCollege Technical Support	Call 1-866-481-5562, or email argosyhelpdesk@ecollege.com	Call 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

ARGOSY UNIVERSITY STUDENT EMAIL

Students will receive login information for their student email accounts after they register for their first semester at Argosy University, Schaumburg. To login, go to <https://banner.argosy.edu>, click on "Argosy University Student Email." Students should check their email account regularly, or set it up to forward to another account. To forward Argosy University email to another account, first log in, then look on the left hand side of your screen under **Preferences**, click **Email Forwarding Manager**. Type in the email address, and click **Update**. An email will be sent to this address asking you to confirm the forwarding request. You must confirm this to complete the email forwarding request. Call Student Services if you are unable to access your email account.

EMERGENCY PROCEDURES/CLOSINGS

Weather Announcements and Emergency

During severe weather or other local emergencies, please visit www.emergencyclosings.com or call 847-238-1234.

Emergency Communication and Contact Numbers

Schaumburg Emergency Numbers

Fire: 911

Police: 911

Schaumburg Non-Emergency Numbers

Fire: 847-885-6300

Police: 847-882-3586

Red Phones

The red phones, located on the 8th floor of 999 Plaza Drive, are programmed to contact the Facilities Manager by pressing the “day” button between 8:00am and 8:00pm or the Campus Security Aide after 4:00pm by pressing the “night” button. The Campus Security Aide is on duty between 4:00pm and 12:30am Monday through Thursday and 9:00am to 5:30pm on Sunday. Even though the red phones are “emergency” phones, students and faculty are encouraged to use them even when they are not sure if it is an emergency situation.

Reporting Health and Safety Hazards

Illinois Poison Center: 1-800-222-1222 or 1-800-942-5969

Cook County Sheriff: 847-635-1188

State Police: 847-931-2405

FBI: 847-290-0525

SMOKING POLICY

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

LOST AND FOUND

Any item found on school property including the parking lots should be turned into the reception desk on the 8th floor of 999 Plaza Drive. All items will be logged in and put in secure storage until claimed. If an item is found after hours it is to be given to the campus security aide. He/she will log it and place it in secure storage. Students/staff should check with the receptionist between 8:30am and 4:30pm to determine if the lost item has been turned in. The person claiming the property will have to sign for it and give their Student ID.

VOTER REGISTRATION

Federal Program Participation Agreements require Argosy University, Schaumburg to provide its students with information regarding voter registration. For your convenience, voter registration applications are located in the Academic and Student Services Department. For more information about voter registration call the Chicago Board of Election Commissioners at (312) 269-7851.

SECTION THREE

LIBRARY, COMPUTER LABS AND TEXTBOOKS

LIBRARY

The Argosy University, Schaumburg Library (located on the first floor) provides a collection of books, journals, audio-visual materials, & doctoral manuscripts in the fields of psychology, counseling, education, and business.

The library collection has approximately 9000 books, 80 current journal subscriptions, 23 journal titles on microfiche, over 600 audio-visual titles and over 100 psychological tests. In addition, there are 15 computer stations with Internet access, Microsoft Office products and other appropriate software.

Circulation of Materials:

Library privileges are only for current Argosy students.

Loan periods:

- Books – 3 weeks (with 1 week grace period)
- Audiovisual materials – 1 week
- Manuscripts – 1 week

Renewals:

Two renewals are permitted. Renewals can be requested by email, phone or logging into “My Account” in Voyager.

Non-circulating materials:

- Reference books
- Periodicals (journals & microfiche)
- Selected reserve items

Reserves:

Copies of course textbooks are placed on “reserve” IF the library owns a copy. The library will not necessarily purchase copies of all required course textbooks. Loan periods for reserve materials are very limited—typically 3 hrs. or 24 hrs. Articles on Reserve are “library use only”.

Patrons may place a hold on a book that is currently checked out, so that it will be reserved for that patron upon its return. This does not apply to reserve items.

Materials needed for reserves can be recalled at any time. Failure to return by a designated time will result in a fine or suspension of library privileges.

Fines:

Fines: \$0.25 per day per item. There is a 1-week grace period for **books**, where no fine is charged. However, once the grace period is over, the fine is calculated starting with the 1st day after the due date.

There is no grace period for items with a 1-week loan period: videos, audiocassette, CRPs, etc.

Fines for reserve materials are \$0.25/hour for hourly reserves (3 hr. or 24 hr.) and \$1.00 per day for items with longer loan periods.

The charge for a lost item is the current list price **plus** a \$10.00 processing fee. If the item is no longer available for purchase, the price of a comparable item (plus processing fee) will be charged instead. However, if the patron replaces the item him/herself, there will be no processing fee charged.

All fines and lost material charges are paid in the library. Failure to pay fines in a timely manner could result in the loss of library privileges. All fines/fees must be paid and all materials must be returned to the library before graduation.

Psychological Test Materials:

All testing materials (unless on RESERVE for a course) are housed within the Clinical Training Department. Loan period is typically one week.

Interlibrary Loan:

The library also offers a nation-wide interlibrary loan service for books and articles. Materials not currently owned by the library can be ordered from other Argosy University campus libraries, the local library system, the state Illinet Online system and nationally through OCLC. There is a \$1.00 fee for each item ordered through interlibrary loan. Note: the library does not order required textbooks via interlibrary loan.

Library Card Reimbursement Program:

In order to provide students with expanded library resources, Argosy University will reimburse students for the purchase of one external library card per year up to a maximum of \$75. This would allow check-out privileges from the library you choose.

The Chicago land area also provides many colleges and university libraries that students are able to use on a *reference* basis.

Online Catalog

The Argosy University Online Catalog is located at <http://library.argosy.edu:8182>

Library information can also be accessed via the Schaumburg campus' intranet site: www.schaumburg.net

Databases:

The Argosy University, Schaumburg has access to the following web-based online databases, which can be accessed both on and off campus. Students will receive a "library cheat sheet" with the appropriate passwords.

EBSCO

- Academic Search Complete
- PsycINFO
- PsycARTICLES
- Psychology & Behavioral Sciences Collection
- ERIC
- Education Research Complete
- Professional Development Collection
- Business Search Premiere
- Regional Business News
- Health Source: Nursing/Academic Edition
- Health Source: Consumer Edition
- Clinical Pharmacology
- Newspaper Source
- Funk & Wagnalls New World Encyclopedia
- Communication & Mass Media Complete
- American Humanities Index

LIRN

Infotrac

- Expanded Academic ASAP
- General Business File ASAP
- Health Reference Center- Academic
- Custom Newspaper

- Business & Company Resource Center w/ PROMT and Newsletters
- Computer Database
- Newsletters ASAP

Proquest

- ABI/Inform (Dateline, Global, Trade & Industry)
- National Newspaper Abstracts
- Proquest Psychology Journals
- Proquest Research Library: includes Research Library Core & 14 subject specific modules in Art, Business, Children, Education, Law, Multicultural, Psychology, Women

E-Library

Books in Print

OCLC First Search

- WorldCat: Books and other materials in libraries worldwide. (our symbol is GI9)
- Article 1st: Index of articles from nearly 12,500 journals.
- ABI/INFORM: Index of businesses and management topics.
- ERIC: Journal articles and reports in education.
- GPO: U.S. government publications.
- MEDLINE: Abstracted articles from medical journals.
- PapersFirst: An index of papers presented at conferences.
- PerAbs: Periodical Abstracts with full text.
- Proceedings: An index of conference publications.
- WilsonSelectPlus: Fulltext articles in science, humanities, education & business.
- WorldAlmanac: The World Almanacs.

Jones E-Global: over 13,000 e-books and other resources available online.

Mental Measurements Yearbook

Digital Dissertations

EbscoAtoZ: to determine whether a journal title/year is available online

Computer Labs

The Argosy University, Schaumburg has computers available for student use in Room 809 of 999 Plaza Drive and in the library. Students are not permitted to bring food and beverages to the Computer Labs. Food and beverages may be taken to the Student Lounge.

Textbook and Course Materials Purchasing

Textbooks, required readings, and suggested materials for the Argosy University, Schaumburg courses are available through the MBS Direct program. While students are free to purchase their books from other vendors, they should be aware that some course packs can only be purchased from MBS Direct, and that other vendors may not have immediate access to specific copies of titles or may not be able to ship the texts in a timely manner.

MBS Direct maintains a current list of Argosy University courses and the books/materials for the courses at the MBS Direct website (<http://direct.mbsbooks.com/argosy.htm>). Click on "Buy Course Materials." Choose "Argosy University Online Classes" for fully online classes. Choose "Argosy University, Schaumburg" for on-campus and blended classes. The phone number for MBS is 800-325-3252. Payment may be made by credit card (Visa, MasterCard, Discover, and American Express), check, or money order. Orders are shipped within 24 hours.

Students can also go to <http://www.auschaumburg.net>, scroll down to "Click here to order textbooks," click on Argosy University, Schaumburg, click on "View Programs in Selected Sites." Then click in the class you are enrolled in and click on "Submit Course ID Selection(s)".

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

Transcript Requests

All requests for transcripts, both official and unofficial, should be made to the Academic and Student Services Department. The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that all transcript requests be submitted in writing. We will accept emailed requests if they are to be sent to your home. A signature is required for requests that go to a third party.

The School requires for following information in the written request:

1. Name
2. Student ID Number
3. Address
4. Phone Number
5. Date of Birth
6. Address to which transcript will be sent

Telephone requests for transcripts cannot be processed. Requests received by fax will be processed. Transcript requests will be filled within twenty-four hours.

Any student who is indebted to the institution **WILL NOT** receive official transcripts.

REGISTRATION

Priority Registration

Argosy University uses “Time Tickets” to control Student Link registration priority. Each student is assigned to a Time Ticket registration group based on the number of credit hours he/she has earned. To verify your time ticket, log on to the Student Link secure area and click on the “registration status” option on the registration menu.

Registration Deadlines

Priority registration ends three weeks after registration begins. Students can add and drop classes online at <https://banner.argosy.edu> until the day before the semester starts. After the semester begins all add/drop requests must be submitted in writing to the Academic and Student Services office. See “Add/Drop Registration” for refund information.

Late Registration

Continuing students who register after the last day of priority registration are charged a Late Registration Fee of \$50.00. Schedule changes (adds/drops) are not subject to the late registration fee. In other words, students may add/drop classes without penalty throughout the registration period.

Entering students and Students-at-Large are not subject to the late registration fee.

Add/Drop Registration

Students already registered may add or drop a class up to the day before the FULL semester starts by making changes via Student Link (<https://banner.argosy.edu>) or by completing and submitting an Add/Drop Request Form to the Academic and Student Services Department.

If students elect to add a class after the semester has begun, they may do so by completing and submitting an Add/Drop Request Form to the Academic and Student Services Department. If the class has already met once, students must obtain the written approval of the instructor. Students will not be permitted to add a class after two meetings. Payment for the added class is due **in full** at the time of registration.

Students may drop a class after the first day of the FULL TERM by completing and submitting an Add/Drop Request Form to the Student Services Department. Students will not be able to drop a class after 67% of the class has occurred.

There is no fee charged for any student submitting a request to drop a class before the first day of the session in which the class is held. All drop requests received on or after the first day of the session in which the class is held will be charged a \$50 drop fee.

Refunds for dropped classes will be based on the following guidelines:

7.5 week courses dropped within the first seven days of the session will be refunded at 100%.

7.5 week courses dropped after the seventh day of the session will be refunded at 0%

15 week courses dropped by noon on the second Friday of the session will be refunded at 100%.

15 week courses dropped after noon on the second Friday of the session will be refunded at 0%

Course Availability/Cancellation

While Argosy University, Schaumburg makes every effort to provide sufficient class sections for students, the University reserves the right to cancel any class in which there is insufficient enrollment. Students enrolled in cancelled classes will be notified of the cancellation **via e-mail** as soon as the program chair makes it official, will be granted a full refund, and will be allowed to add an alternate class.

Automatic Registration

Automatic registration is utilized for students on full/half-time internship and for those working on dissertation and CRP. It will not be used for any class that takes place on campus.

SYLLABI

In general, students should print and review syllabi posted to the Argosy University, Schaumburg website (www.auschaumburg.net) prior to the start of the term. Syllabi that are not posted on the website will be distributed by the instructor either during the first class meeting or by email prior to the term start date. Syllabi downloaded from the website are subject to change at the instructor's discretion.

Argosy University Online Programs contacts registered students before the term starts with course information via Argosy University's student e-mail address.

You may contact Patricia Peters, Registration Coordinator at ppeters@argosy.edu if you have questions about syllabi.

ATTENDANCE

Student attendance is taken during the add/drop period of each academic session. Students who have not attended class and have not made alternate arrangements with their instructor will be dropped from the course. Students in online and blended courses must login to their class within the first week to be considered "attending." Course drops may affect financial aid eligibility.

COURSE TRANSFERS/WAIVERS

To submit a course waiver/transfer request, students must complete a Course Waiver/Transfer Request Form for each course they wish to submit for review for waiver/transfer. This form is available on the campus website: www.auschaumburg.net, click on Forms, Student Services, then on Course Waiver/Transfer.doc Next, attach the syllabus to each waiver/transfer form and return to New Student Coordinator Margaret Cusick in the Academic and Student Services department. The forms will be passed to the department for review. Students will be notified of the results of their requests once the documents are returned to Academic and Student Services. Transfer credit maximums vary by program. Please consult the *Argosy University Academic Catalog* for specific information.

INFORMATION CHANGES

Name and Address Change Procedures

Students wishing to inform the school of a change of name, address, or advisor should complete the Change of Status Form and submit the form to the Academic & Student Services department. The form is available on the campus website.

Release of Information

Students should refer to Section Two or Five of the Family Educational Rights and Privacy Act of 1974 (FERPA) for policies and procedures related to the release of student information. FERPA regulations permit disclosure of directory information without student consent. The following is designated as directory information: Student's name; address (local, email, and web site); telephone number (local); date and place of birth; program of study; participation in officially recognized activities; dates of attendance; degrees and certificates awarded; most recent previously attended school; photograph of the student, if available; enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, etc.); student honors and awards; and height and weight of athletic team members. Students may request non-disclosure of student directory information by specifying nondisclosure, in writing, to the director of Academic & Student Services.

Verification of Enrollment

Students who require a letter verifying their enrollment as documentation for student discounts, insurance or other purposes, may obtain such a letter from the Academic and Student Services Department. The request must be made in writing and must indicate the student's name, address, phone number, student identification number, as well as the location to which the letter should be sent. Letters of verification require twenty-four hours for completion.

Enrollment Confirmations

Registration confirmations are available through Student Link at any time. Written confirmations will be available to students after the start of the term through the Academic and Student Services department.

STUDENT AFFAIRS

Disability Services

Argosy University 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.

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

Students who believe they are in need of accommodations should contact the disability services coordinator in Academic and Student Services. If you have a concern or complaint in this regard, please contact Margaret Cusick, New Student Coordinator, at (847) 969-4984 or mcusick@argosy.edu. Complaints will be handled in accordance with the Argosy University Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Health/Liability Insurance

Argosy University, Schaumburg does not provide student health insurance. The University does seek information from insurers who may be able to offer insurance at a group rate. A link to the most recent information can be found at the www.argosy.edu website. Please direct all questions about policies to the insurer.

Student Evaluations/Surveys

Argosy University, Schaumburg administers surveys to assess student opinion on the academic and operational environment of the University. Individual survey responses are kept confidential. The Noel Levitz Survey is administered to students during the fall term by the University. The End of Course Survey is administered toward the end of the fall, spring and summer terms.

Graduation

Commencement services are held annually in October. Doctoral students must successfully defend their dissertation/CRP by September 1st to participate in the graduation ceremony.

Master's and bachelor's students must be registered to complete all degree requirements by the end of the Fall semester to participate in the ceremony.

Diplomas and transcripts will not be released until all degree requirements are met and balances owed to the university are paid in full.

Student Government

The Schaumburg Campus Student Council exists to enhance the learning environment and professional development of students, serve as role-models for the student body, help students resolve issues, find out answers to questions, assimilate into the program, etc, work to bridge any gaps between students and faculty and oversee social functions (fall and spring socials) and use of student activity funds (e.g., conference funds). Students who are interested in getting involved in the Student Council are encouraged to contact one of the Student Council Co-Presidents or the director of Academic and Student Services.

CAREER SERVICES

General Information

Resume, cover letter and interviewing technique workshops are held periodically to assist students with practicum, internship and employment search needs. Campus employment listings are posted on MonsterTrak regularly.

Internships

Internships for Clinical Psychology and Counselor Education students are coordinated through the Clinical Training department. Required forms and application timelines are available at www.auschaumburg.net under Clinical Training.

Part-Time Employment

Teaching Assistantships are available to clinical psychology students. A list of the classes that will utilize teaching assistants for a term can be obtained by contacting the Student Finance department. Application forms are available on the intranet site under the Student Finance TA/GA section.

Work Study opportunities are available to a limited degree. Your search should begin by contacting the Directors of Academic and Student Service, Student Finance, Clinical Training, Admissions or Library.

STUDENT FINANCE

Employer Reimbursement

Students who have tuition reimbursement benefits through their employer will be required to have their tuition paid up front by the employer. If the employer requires the student to submit grades before reimbursement will be made, students will need to apply for financial aid or utilize a payment plan to cover their balance. Students who choose the financial aid option can take out a loan to pay the school and then use the reimbursement money to pay off the loan.

Direct Deposit

Argosy University offers students the ability to have financial aid and credit balance refunds direct deposited into their checking account. This direct deposit option shortens the turnaround time for receipt of funding by approximately one week. To sign up for direct deposit, please submit the direct deposit form with an original voided check to the Student Finance Office at least three weeks before the start of the term. The form can be downloaded at www.auschaumburg.net, under Student Finance/Forms. Students who choose not to utilize the direct deposit option will have their refunds sent to them in the form of a check.

Scholarships (Argosy University Merit Award)

Argosy University offers the Argosy University Merit Award for currently enrolled Argosy University students who have demonstrated financial aid (as defined by the Expected Family Contribution for the FAFSA) and outstanding academic performance. Graduate GPA requirement 3.5; undergraduate GPA requirement 3.3. Students may only apply once a year. May be renewable for one year based on maintaining the above GPA requirement.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

Argosy University, Schaumburg Campus
Jeanne Clery Disclosure of Campus Security Policy
And Campus Crime Statistics Report
March 28, 2008

INTRODUCTION

Argosy University, Schaumburg Campus is providing the following information to all of its employees and students as part of the Argosy University, Schaumburg Campus 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, James Chitwood at (847) 969-4915.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Argosy University, Schaumburg Campus 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 that will be distributed by the Human Resource Department. The report is distributed to all students through email or sent directly to their home address if email is not available.

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 Campus President – James Chitwood or the Director of Student Services – Erlis Murph by calling (847) 969-4900. Reports are kept in a secure location in Student Services. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University, Schaumburg Campus 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, Schaumburg Campus facilities to the Campus President – James Chitwood or the Director of Student Services – Erlis Murph either in person or by calling (847) 969-4900. If they are not available, you may contact the Schaumburg Police Department by dialing 911 or (847) 882-3586.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies, the President, 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 Schaumburg Police by dialing 911 and then notify the President and the Director of Student Services.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Director of Student Services. Reports are kept in a secure location in the Department 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 – Erlis Murph.

SECURITY AND ACCESS TO THE UNIVERSITY

It is the policy of Argosy University, Schaumburg Campus that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University, Schaumburg Campus 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 carry their identification card with them at all times while on Argosy University, Schaumburg Campus premises.

ACCESS TO ACADEMIC BUILDINGS

A security desk is located on the first floor of the entrance to Argosy University, Schaumburg Campus. After normal business hours, the building is protected with electronically locked security doors and security cameras. Exterior lighting is provided around the building and in the parking lot. Suspicious persons are questioned and asked to leave the premises.

CAMPUS LAW ENFORCEMENTS

Though Argosy University, Schaumburg Campus does not employ security personnel, building management maintains trained security personnel to keep regular business hours during the week. Security Personnel at the school buildings are there at the direction of the building management, and are to assist students, faculty and staff of Argosy University, Schaumburg Campus. Students are advised to carry their University Photo ID card at all times and to present them upon request.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Argosy University, Schaumburg Campus is located in Schaumburg in Cook County. Argosy University, Schaumburg Campus maintains a close working relationship with the Schaumburg police department with periodic contact initiated by Argosy University, Schaumburg Campus personnel to ensure that Argosy University, Schaumburg Campus is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided via email and campus postings.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Argosy University, Schaumburg Campus employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. Argosy University, Schaumburg Campus has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Director of Student Services in a secure location.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Argosy University, Schaumburg Campus employees and students annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Argosy University, Schaumburg Campus also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any university activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Victims of sexual assault or rape should follow these recommended steps:

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

It is also recommended that victims call the Rape Crisis Hotline at 1-800-656-Hope. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Argosy University, Schaumburg Campus 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, Schaumburg Campus personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Argosy University, Schaumburg Campus housing, if applicable, or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Arlington Heights

Northwest Center Against Sexual Assault

Crisis Line – 888-802-8890

Counseling – 847-806 -6526

415 W. Golf Rd., #47

Belvidere

Rockford Sexual Assault Counseling

Crisis Line – 815-636 9811

521 S. State St., #9

Counseling – 815-544-6821

Aurora

Mutual Ground

Crisis – 630-897-0080

Counseling -630-897-8383

Berwyn

Rape/Sexual Assault Advocacy

Crisis Line – 708-482-9600

Chicago

Community Counseling Centers of Chicago

Crisis Line – 888-293-2080

Quetzal Center

2525 W. Peterson Ave.

773-765-0612

Elgin

Community Crisis Center

847-697-2380

Crisis Line & Counseling

Hoffman Estates

Alexian Brothers Behavioral Health Hospital

800-432-5005

1650 Moonlake Blvd.

Counseling referrals available

Glen Ellyn

Metropolitan Chicago- Dupage District

630-971-3927

739 Roosevelt Rd., Bldg. 8 Suite 210

Kankakee

Kankakee County Center Against Sexual Assault

Crisis Line – 815-932-3322

1440 W. Court St.

Counseling – 815-932-7273

Rockford

Rockford Sexual Assault Counseling

815-636-9811

4990 E. State St.

Joilet

Sexual Assault Service Center

Crisis Line – 815-730-8984

1550 Plainfield Rd.

Counseling appts. – 815-729-0930

Chicago

RVA-Cook County Hospital Satellite

Crisis Line – 888-293-2080

Medical Advocate - 312-864-6112

1901 W. Harrison St., #419

Chicago

YWCA of Metropolitan Chicago Loop

Women's Services

888-293-2080 (coverage for many neighborhoods outside of Loop)

Chicago Heights (also serves IN on east)

South Suburban YWCA

708-748-5672

320 W. 202ND St.

Oak Park – Austin Community Satellite

Crisis Line 888-293-2080

101 W. Madison Ave., #212

708-358-1198

National Sexual Assault Hotline

800-656-Hope (4673)

www.Rainn.org

Confidential online hotline available

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with the Argosy University, Schaumburg Campus published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Argosy University, Schaumburg Campus final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Schaumburg Police Department, located at: 1000 W. Schaumburg Road, Schaumburg, IL 60194-4198.

Additional information can be obtained by calling the police department at (847) 882-3586 or visiting <http://www.city-data.com/so/so-Schaumburg-Illinois.html>.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Argosy University, Schaumburg Campus prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the President and/or the Director of Student Services quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the University concerning the occurrence on the University's campus and public property which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the University's campus and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Argosy University, Schaumburg Campus

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the University concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offense	On-Campus Buildings Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus building and property *	Public Property **	On Campus	Non-campus building and property *	Public Property **	On Campus	Non-campus building and property *	Public Property **
Robbery	0	3	0	0	3	0	0	4	0
Aggravated Assault	0	1	0	0	1	0	0	1	0
Burglary/Theft	2	23	0	5	19	3	0	6	0
Motor Vehicle Theft	1	4	0	0	5	1	0	8	1
Arson	0	0	0	0	0	0	0	1	0
Criminal Homicide									
Murder & Non-neglect Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible Sex Offenses	0	0	0	0	0	0	0	1	0
Non-Forcible	0	0	0	0	0	0	0	1	1
Total	3	31	0	5	28	4	0	22	2

The crimes listed above plus any other crimes involving bodily injury reported to local policies agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice. Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

On-Campus Buildings Calendar Year									
Hate Crimes	2005			2006			2007		
	On Campus	Non-campus building and property *	Public Property **	On Campus	Non-campus building and property *	Public Property **	On Campus	Non-campus building and property *	Public Property **
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arison	0	0	0	0	0	0	0	0	0
Criminal Homicide									
Murder & Non- neglect Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Arrest/Persons Referred for Campus Disciplinary Action

**On-Campus Buildings
Calendar Year**

	2005			2006			2007		
	On Campus	Non-campus building and property *	Public Property **	On Campus	Non-campus building and property *	Public Property **	On Campus	Non-campus building and property *	Public Property **
Arrests/Persons Referred for Campus Disciplinary Action									
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	1	0	0	4	0	0	1	0
Drug Abuse Violations:									
Arrests	0	1	0	0	0	0	0	2	0
Disciplinary Action	0	1	0	0	5	0	0	0	0
Weapons Possession:									
Arrests	1	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	1	3	0	0	9	0	0	3	0

Note: Public Property statistics represents the crimes and incidents that occurred in the parking lots, thoroughfares, streets and sidewalks that are within the campus or immediately surround the campus building.

* Includes school-sponsored housing

** Public property includes the sidewalks immediately adjacent to the campus, including the parking immediately adjacent to the campus, including the parking facility across the street from the campus and the thoroughfare between the campus and parking facility

APPENDIX I

FACULTY DESCRIPTIONS

ADMINISTRATION

James Chitwood is Campus President of Argosy University, Schaumburg. He oversees the operation of the institution and provides leadership in institutional and enrollment planning. As campus president, he is responsible for ensuring that the campus is providing a rich experience for each student. James Chitwood holds an MBA in Global Management and is completing a DM in Organizational Leadership. Mr. Chitwood has held several education administration positions, such as President of Ashford University in Iowa and State Vice President overseeing all campus related operations in both Minnesota and Wisconsin with University of Phoenix.

COLLEGE OF BUSINESS

Harriet Kandelman, PhD is Dean of the School of Business, Schaumburg campus, Argosy University College of Business and Professor. She took her PhD degree from the University of Oregon. Her academic work experience includes faculty, Department Chair, and Program Director in schools and departments of Business Administration, Management, and Marketing. As a researcher, Dr. Kandelman has published in the areas of evaluation research, performance evaluation, and small group processes. Her corporate experience includes the positions of Market Research Director, P&L Senior Analyst, and Business Analyst in health care, banking, and international distribution.

COLLEGE OF EDUCATION

Narjis Hyder, EdD is an Assistant Professor for the Education Programs at Argosy University, Schaumburg. Dr. Hyder received both a doctorate in Educational Leadership (2004) and a master's degree in Professional Counseling from Concordia University, where she also worked as a Research Graduate Assistant for the Educational Leadership Department. She earned a BA in Mental Health/Applied Psychology from the University of Illinois, Chicago. Previously, Dr. Hyder served as the Department Head for the Professional Counseling program at Argosy University/Chicago. She also taught at the College of DuPage and at the Graduate School at Concordia University. She has served as a counselor at the Association for Individual Development, and as a counseling intern at Westlake Community Hospital.

David B. VanWinkle, PhD is the Education Program Chair at Argosy University, Schaumburg. He received a Masters degree from Southern Illinois University, and earned his PhD at Saint Louis University. He also serves as the Illinois State Board of Education Certification Officer for the University's Chicago and Schaumburg campuses. Prior to his service with Argosy University, Schaumburg Dr. VanWinkle held superintendent positions with school districts in suburban St. Louis, Chicago, and Philadelphia. He is a former president of the Large Unit District Association and a recipient of the Illinois State Board of Education's "Those Who Excel Award." In 2002 he invited educators from throughout Illinois to create the Illinois Quality Academy and was selected as the 2003 Illinois Superintendent of the Year in recognition of his leadership at both local and state levels. He is active in the development of non-traditional business-education partnerships and served as principal business adviser to the Math Science Partnership of Greater Philadelphia, a National Science Foundation project of LaSalle University, from 2005-2007.

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

Annmarie Belmonte, PsyD is the Undergraduate Psychology Program Coordinator at Argosy University, Schaumburg. She is also an adjunct faculty member in the Community Counseling Program at Argosy University, Schaumburg. Dr. Belmonte received her Doctorate in Clinical Psychology from The Illinois School of Professional Psychology at Argosy University/Chicago in 2002. She received her MS in Counseling Psychology from Benedictine University in 1997. Previously Dr. Belmonte was the Clinical Coordinator of the Inpatient Eating Disorders Unit at Alexian Brothers Behavioral Health Hospital in Hoffman Estates, Illinois. Her current teaching activities include ethical practice in psychotherapy and assessment, psychological assessment and counseling skills. Dr. Belmonte is a Licensed Clinical Psychologist and is part of a large private practice in the Northwest suburbs, specializing in the treatment of eating disorders, self-injury and

women's issues. Dr. Belmonte is active in a number of professional organizations and is a member of the Early Career Psychologists committee serving the Illinois Psychological Association.

Joel Carnazzo, PsyD is the Associate Director of Clinical Training and Assistant Professor in the Clinical Psychology program at the Argosy University, Schaumburg. Dr. Carnazzo received his doctorate from the Adler School of Professional Psychology and has extensive experience in a variety of mental health settings focusing especially on the assessment and treatment of adolescents, families, and problems of chemical dependency. He is on the medical staff of Northwest Community Hospital in Arlington Heights and formerly a staff psychologist for the Rush Behavioral Health System. He has been in private practice in Rolling Meadows, Illinois since 2001, where he focuses on adolescent and family issues.

Peter Dodzik, PsyD is an assistant professor and a core faculty member in the Clinical Psychology program at Argosy University, Schaumburg. He received his doctorate in Clinical Psychology with specializations in Neuropsychology and Geropsychology from the Florida School of Professional Psychology in 2000 and his master's in Clinical Psychology from the University of Sarasota in 1998. Dr. Dodzik completed his Fellowship in Neuropsychology at Fort Wayne Neurological Center in Fort Wayne, Indiana. Prior to joining Argosy University, Dr. Dodzik taught courses at Indiana University School of Medicine and supervised graduate students at Adler School of Professional Psychology. He is currently the Director of Pediatric Neuropsychology at Fort Wayne Neurological Center in Fort Wayne, Indiana and Director of Psychology at the Sleep and Behavior Medicine Institute at Rush North Shore Medical Center in Skokie, Illinois. Dr. Dodzik specializes in pediatric and neuropsychological assessment and sleep medicine. In addition to his clinical activities, Dr. Dodzik is currently involved in research related to pharmacological treatment of Alzheimer's disease and Vascular Dementia, surgical treatment for Parkinson's disease, and assessment of Developmental Dyslexia and ADHD. Dr. Dodzik has published and presented in the area of neuropsychological assessment and Sleep Medicine, including two book chapters in *Sleep Psychiatry*, on Dementia and ADHD with Sleep Disorders. He is the Managing Editor of *Sleep & Health Periodical*, a monthly publication related to sleep disorders and their treatment. His current teaching areas include Psychopathology, Cognitive and Affective Processes, and special topics in Pediatric Neuropsychology. Dr. Dodzik is licensed to practice clinical psychology in Illinois and Indiana.

James Dugo, PhD is a Professor of Clinical Psychology and has been a core faculty in the Clinical Psychology program at Argosy University, Schaumburg since its inception in 1994. He received both his PhD. in Counseling Psychology (1973) and his master's in Rehabilitation Psychology (1970) from the Illinois Institute of Technology. Dr. Dugo began his teaching career in 1974 as an adjunct professor at the Abraham Lincoln School of Medicine-University of Illinois/Chicago, and in 1983 joined the core faculty at the Forest Institute of Professional Psychology. His teaching currently focuses on group psychotherapy, domestic violence, and diagnostic and psychotherapy practicum seminars. Besides his academic activities, Dr. Dugo has gained extensive clinical experience through positions as consultant, coordinator, and director of various inpatient, outpatient, and follow-up programs at Lutheran General Hospital in Des Plaines, Illinois, and through private practice offering individual, couples, and group therapy and specializing in forensic evaluations and treatment of domestic violence offenders and victims of abuse. Dr. Dugo is a nationally recognized expert on domestic violence, having designed a domestic violence program that was one of the first such programs to be in compliance with the state protocol for the treatment of batterers, and is a member of the State of Illinois Abuser Services Committee. Dr. Dugo has published book chapters and articles relating to group psychotherapy, and continues to explore and research such areas as evolution of group structure, relationship between process and outcome, and development of co-therapy relationships.

Robert Eme, PhD, ABPP, is a Professor and core faculty member in the Clinical Psychology program at Argosy University, Schaumburg. He received his PhD in Clinical Psychology from Loyola University of Chicago in 1972, and became an American Board of Professional Psychology Diplomate in Clinical Psychology in 1982. Before becoming a faculty member with Argosy University, Schaumburg, Dr. Eme taught at Loyola University, North Central College, Resurrection Medical Center-Family Practice Center, and Forest Institute of Professional Psychology.

His current teaching areas are Child and Adolescent Development, Cognitive Assessment, and special electives such as Diagnosis and Treatment of ADHD and Assessment of Learning Disabilities. Dr. Eme has extensive clinical experience as a licensed clinical psychologist in private practice, inpatient, and outpatient settings, with an emphasis on cognitive assessment of children and adolescents. Dr. Eme has numerous journal articles and professional presentations to his credit, most recently in the areas of ADHD and juvenile violence.

Rhonda Goldman, PhD, is an Associate Professor and a core faculty member in the Clinical Psychology program at the Argosy University, Schaumburg. She received both her Doctorate (1997) and master's (1991) degrees in Clinical Psychology from York University in Toronto. Dr. Goldman has been adjunct faculty at York University and participated as workshop trainer in emotion focused therapy, an area in which Dr. Goldman has researched, published and presented extensively, gaining international recognition. Her current teaching activities include psychopathology, research seminars, and person-centered and experiential therapy. Dr. Goldman is a licensed clinical psychologist on staff at The Family Institute at Northwestern University in Evanston, IL, specializing in anxiety and depression, and continues to be involved in process-oriented psychotherapy research.

Carolyn Gralewski, PhD is an Associate Professor and core faculty in the Clinical Psychology program at the Argosy University, Schaumburg. She received her undergraduate degree from Loyola University and her MA and PhD in clinical psychology from the University of Illinois. Dr. Gralewski has extensive experience in teaching at the high school, undergraduate and graduate levels, including 14 years as core faculty at the Adler School of Professional Psychology in Chicago and 3 years at Forest Institute of Professional Psychology. Dr. Gralewski is also a certified school psychologist and served as Coordinator of Special Education for the Lincolnshire School District for 14 years. She has maintained a private practice as a licensed clinical psychologist, consultant and workshop presenter for over 20 years. Particular areas of interest include stress and wellness, trauma, personality and development throughout the life span. In keeping with her interest in the developmental perspective, Dr. Gralewski has recently expanded into the areas of personal coaching and of group work with adults in need of "reinvention" in their lives.

LaDon Jackson, PhD is an Associate Professor and core faculty member of the Counselor Education programs at Argosy University, Schaumburg. He also teaches in the areas of social psychology and the assessment and treatment of diverse populations for the Clinical programs. Dr. Jackson received his PhD in Educational Psychology from Northwestern University's Graduate School in 1978, with a concentration in Counseling. Before becoming a faculty member at Argosy University, Schaumburg, Dr. Jackson worked in community mental health centers as a staff psychologist, program director and clinical director. Additionally, he held various positions, such as intake psychologist, chief psychologist, quality assurance director, and assistant facility director in charge of all clinical services with the Illinois Department of Mental Health and Developmental Disabilities. He has provided services to various clinical populations, including substance abusers and the chronically mentally disordered. He began graduate level teaching in 1989 at Forest Institute of Professional Psychology, where he also served as Dean. He is an original member of the Illinois School of Professional Psychology-Schaumburg faculty, serving as the campus' first Dean. His specialties are in the areas of Brief and Transtheoretical therapies, addictions, clinical consultation, supervision and education, psychopathology, and race and ethnicity. His major research interests include race and ethnicity's impact on psychotherapy training and practice and effectiveness of simulations in clinical training. He is involved in providing clinical services in a small private practice.

Victoria Junior, PhD is a core faculty member of the Counselor Education programs at Argosy University, Schaumburg. She is responsible for field placement of students in the Community Counseling Program. Dr. Junior received her PhD in counseling education from Wayne State University's Graduate School in 1999, and her master's in counseling from Western Michigan University. Before coming to Argosy University, she was an Assistant Professor at Roosevelt University. Prior to moving to Illinois, she was also a core faculty member at Oakland University located in Rochester, Michigan. In Michigan, Dr. Junior held a private practice specializing

in anxiety disorders, depression, and grief and loss. She was also the founder of a non-profit organization providing mental health services to ex-offenders and their families. Dr. Junior was an active member in her professional organizations and held leadership positions in the Michigan Counseling Association. While in Michigan, she was also involved in a women's correctional facility providing individual and group therapy. Her major research interests include women's corrections, alternative approaches to psychological healing, racial identity, and addictions. Dr. Junior is currently a member of the Illinois Counseling Association and American Counseling Association. She has presented at a number of professional conferences.

Kammie Juzwin, PsyD is an Assistant Professor in the Clinical Psychology program at the Argosy University, Schaumburg. She received her doctorate in psychology from the Adler School of Professional Psychology in 1997 and her master's in Clinical Psychology in 1986 from Ball State University. Prior to joining the Argosy University faculty, she was involved in a variety of clinical settings providing treatment, testing and assessment, and administrative services in outpatient, partial hospital and inpatient levels of care. Her other areas of interest lie in the areas of identification and treatment of high risk patients in partial hospital level of care, Critical Incident Stress Management, and treatment of the Complex Patient (trauma, self-injury, and eating disorders). Dr. Juzwin is a licensed clinical psychologist and maintains a private practice in the Chicago Northwest suburbs, specializing in the treatment of trauma, self-injury and eating disorders. She currently is the consultant Director of the Self-Injury Recovery Services Program at Alexian Brothers Behavioral Health Hospital. Other activities include forensic pre-employment research and evaluation of public service employees, and research, treatment and consultation regarding the management of high risk patients. She also serves as a responder for the Northern Illinois Critical Stress Debriefing team and for the American Red Cross.

Paul Kimmelman, EdD is the Program Coordinator of the Organizational Leadership program at Argosy University, Schaumburg. He is also Senior Advisor to the CEO at Learning Point Associates and has worked in K-12 education for over 30 years as a teacher, assistant high school principal, middle school principal, assistant superintendent, and superintendent. He has also been an adjunct professor at several colleges and universities. Dr. Kimmelman has authored numerous articles and publications on education and presented at national and state education meetings. He is co-author of the book, *Achieving World-Class Schools: Mastering School Improvement Using a Genetic Model*, released by Christopher-Gordon Publishing in 2002 and *Implementing NCLB: Creating a Knowledge Model for School Improvement* in April, 2006. He was appointed by former Secretary of Education Richard Riley to the National Commission on Mathematics and Science Teaching chaired by former Senator and astronaut John Glenn and served on the TIMSS Technical Review Panel. He was also appointed to the Teacher Assistance Corps created by Secretary of Education Rod Paige.

Kevin J. Kukoleck, PsyD is an Assistant Professor and core faculty in the Clinical Psychology program at the Argosy University, Schaumburg. He received his PsyD from the Illinois School of Professional Psychology/Chicago in 1998. His undergraduate degree is from Cleveland State University where he majored in psychology and minored in gerontology. Prior to joining the Argosy University, Schaumburg faculty, he was Adjunct Professor at Cleveland State University and was the staff psychologist at both the Vocational Services Team, a physical and vocational rehabilitation center in suburban Cleveland, and the Cleveland Sight Center's Child Services Division. His clinical and research interests are in the areas of health psychology, gerontology, multicultural psychology, gay/lesbian identity development, and cross-cultural relations. He presents nationally and internationally in the areas of gerontology, Lesbian Gay Bisexual Transgender (LGBT) aging, group process, multiculturalism, and client-centered therapy. He is on the editorial board for *Outword*, a publication of the Lesbian-Gay Aging Issues Network, a division of the American Society on Aging. He is the past president of the Association for the Development of the Person-Centered Approach, an international Person-Centered professional organization. In addition to teaching, Dr. Kukoleck is a professional consultant for a non-profit corporation based in Cleveland that is developing housing for older LGBT adults. He is a licensed clinical psychologist in both Ohio and Illinois. He has a professional practice in the Chicagoland area where he provides Clinical Health Psychology services to people with physically disabling conditions.

Sandra Lema-Stern, PhD is a Professor of Clinical Psychology and one of the original core faculty in the Clinical Psychology program at the Argosy University, Schaumburg. She received her both her PhD and master's degree in Psychology (Experimental emphasis) from Northwestern University in Evanston, Illinois. Dr. Lema-Stern has extensive graduate teaching experience and has held numerous faculty/administrative positions at Barat College and Forest Institute of Professional Psychology, in addition to the Clinical Psychology program at the Argosy University, Schaumburg. She currently focuses her teaching on cognitive-behavioral therapy, group therapy, and statistics and research design. In addition to her academic activities, Dr. Lema-Stern has extensive clinical experience through private practice, providing therapy for individuals, couples, and groups. She is a nationally recognized expert on domestic violence programs, having developed, along with Dr. James Dugo, one of the first programs to be in compliance with state protocol for treatment of batterers. Dr. Lema-Stern's other professional interests include applied learning theory and teaching, group/organizational processes, and women's issues.

Donna Mahoney, PhD is an Assistant Professor and core faculty member in both the Clinical Psychology and Counselor Education programs at Argosy University, Schaumburg. She received her PhD in Clinical Social Work from the Institute for Clinical Social Work and advanced training at the Institute for Psychoanalysis. She received her master's in Counseling Psychology from Loyola University in 1989. Dr. Mahoney has taught in the areas of adult development, psychoanalysis and psychotherapy, self-psychology, psychopathology, ethics and the law, and theories and treatment of anxiety. Her private practice, located in Hinsdale, specializes in the treatment of anxiety-related disorders and phobias. She has extensive clinical experience, spanning fifteen years. Among other presentations on topics related to anxiety, a version of her published article, "Panic Disorder and Self States: Clinical and Research Illustrations" was presented at the International Conference for the Psychology of the Self in 1999. She also serves as a consultant to clinicians interested in broadening their clinical repertoire in working with anxiety and the treatment of childhood fears and phobias. Dr. Mahoney's other interests lie in the theoretical and clinical integration of psychodynamic and cognitive-behavioral interventions.

M. Chet Mirman, PhD is an Assistant Professor and core faculty member in the Clinical Psychology program at the Argosy University, Schaumburg. He received his Ph.D. in Clinical Psychology from Michigan State University in 1984. Prior to coming to Argosy University, Schaumburg, Dr. Mirman was the Director of Clinical Training in Psychology at Forest Hospital and taught at Michigan State University, Loyola University and Oakton Community College. He is currently in private practice and a partner at the Center for Divorce Recovery. Dr. Mirman teaches Psychoanalytic Theory and Therapy; Psychopathology; and Practicum Seminars. He has presented and published in the following areas: the psychology of spirituality; male identity development; the role of the therapy relationship in intensive psychotherapy; and shame and selfhood.

Marc Oster, PsyD ABPH, is an Associate Professor for the Clinical Psychology programs at Argosy University, Schaumburg. Dr. Oster received his master's degree in Counseling Psychology from Western Michigan University in 1977, his doctorate in Clinical Psychology from Forest Institute of Professional Psychology in 1986, and a certificate in Cognitive-Behavioral Therapy from Adler School of Professional Psychology in 1995. He has achieved Diplomat status with the American Board of Psychological Hypnosis and the American Board of Forensic Examiners, and is a Fellow of the American Psychological Association, the Society for Clinical and Experimental Hypnosis and the American College of Forensic Examiners. In addition, Dr. Oster is a Fellow and past President (2003-2004) of the American Society of Clinical Hypnosis. He currently serves as a Board Member of the American Board of Psychological Hypnosis and is a trustee of the American Society of Clinical Hypnosis (ASCH) Education and Research Foundation. He has been a Consulting Psychologist for several organizations including media outlets, the United States Navy Medical Corps, and the United States Department of Justice Drug Enforcement Administration. Dr. Oster has numerous presentations, workshops, and publications to his credit. Before joining Argosy University, Schaumburg, Dr. Oster was a Professor and Core Faculty member at Adler School of Professional Psychology, where he developed an ASCH-approved curriculum for a Certificate in Clinical Hypnosis. He has taught in the areas of clinical hypnosis, forensic psychology, psychological report writing, and behavioral medicine. In addition to teaching, Dr. Oster is currently involved in psychological testing and evaluation of fire fighter and police candidates,

maintains a private practice in the Chicago area, and continues to act as a Consulting Psychologist to several news organizations. His professional interests also include health psychology, career development of psychologists, and professional practice alternatives.

Mudita Rastogi, PhD is a Professor of Clinical Psychology in the Clinical Psychology program at the Argosy University, Schaumburg. She received her PhD from Texas Tech University, is interested in couples and family therapy, gender issues, ethnicity, cross-cultural research, attachment, and intergenerational approaches to therapy. Her other interests include South Asian families and international students and faculty. Dr. Rastogi has conducted research on mother-daughter relationships, and therapists of color for several years, and has published and presented in these areas. She is currently working on a book, *Voices of Color*, on the experiences of ethnic minority clinicians that will be published by Sage. She has over 16 years of clinical experience and teaches courses in family and couples therapy and gender issues. Dr. Rastogi is also an approved supervisor and clinical member of the American Association of Marriage and Family Therapy.

Tracy P. Robinson, PsyD is the Director of Clinical Training and Assistant Professor in the Clinical Psychology program at the Argosy University, Schaumburg. Previous appointments have included Assistant Professor of Counseling and Human Services at Roosevelt University and Adjunct Professor at the Adler School of Professional Psychology. Dr. Robinson received his PsyD in clinical psychology from the Adler School of Professional Psychology in Chicago, Illinois. He completed his MA in Counseling Psychology at Western Michigan University in Kalamazoo, Michigan and his BSW at Grand Valley State University in Allendale, Michigan. Dr. Robinson also has advanced training in clinical hypnosis, cognitive-behavior therapy, rational emotive behavior therapy and Adlerian psychology. Dr. Robinson is active in several national and local professional organizations. He is the Membership Chair of American Society of Clinical Hypnosis. In addition to his academic appointment, he maintains an active private practice in Orland Park, Illinois and is on staff at Little Company of Mary Hospital and the Midwest Bariatric Institute, both in Evergreen Park, IL. Dr. Robinson's clinical and research interests include clinical hypnosis, bariatric psychology, schema-focused therapy, psychotherapy integration, and behavioral medicine.

Dale J. Septeowski, EdD is Professor and Program Chair of the Counselor Education Programs at Argosy University Schaumburg. He received his EdD from Northern Illinois University in 1982. Dr. Septeowski has been teaching at the collegiate level since 1981. He has taught various courses in Psychology, with special interest in Physiological Psychology, and has specialized in counseling. His primary academic areas are counseling theory, career counseling, and school counseling. Dr. Septeowski has been very active in the counseling profession. He is a Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation team chair and a CACREP consultant. He has served two terms as president of Illinois Counselor Educators and Supervisors, one term as president of the Illinois School Counselor Association, and in 2005 was president of the Illinois Counseling Association. His professional service has been recognized on numerous occasions. He was selected as Educator of the Year by the Oak Park Chapter of Phi Delta Kappa in 1999, received the Distinguished Service Award from Illinois Counselor Educators and Supervisors in 1996 and in 2006 was honored with the C.A. Michelman award for Distinguished Service to the Counseling Profession, by the Illinois Counseling Association.

Jim Wasner, PhD is the Dean of the American School of Psychology at Argosy University, Schaumburg. He received his PhD in Clinical Psychology from Michigan State University in 1993, and his master's in Social Work from the University of Michigan in 1978. Before coming to the Clinical Psychology program at the Argosy University, Schaumburg in 1996, Dr. Wasner was the Associate Director of Research at the Family Institute, Northwestern University and an adjunct Associate Professor at Northwestern's School of Education and Social Policy. Dr. Wasner has coordinated various research projects and has presented nationally in the areas of Family and Couples Therapy, Child Psychotherapy, the Psychology of Men, and Process and Outcome Research in Family Therapy. In addition to his administrative and teaching responsibilities at the Argosy University, Schaumburg, Dr. Wasner maintains a private practice focusing on treatment of families, couples, and individuals, and is an adjunct faculty and clinical affiliate with the Family Institute & Center for Applied Psychological & Family Studies at Northwestern University.

APPENDIX II

CAMPUS DIRECTORY

ADMINISTRATION			
Name	Title	Phone Number	Email Address
Chitwood, James	Campus President	847-969-4915	jchitwood@argosy.edu
Hochgesang, Barbara	Administrative Assistant and Campus Receptionist	847-969-4980	bhochgesange@argosy.edu

ACADEMIC AND STUDENT SERVICES			
Name	Title	Phone Number	Email Address
Cusick, Margaret	New Student Coordinator	847-969-4984	mcusick@argosy.edu
Humphries, Evelyn	Registrar	847-969-4983	ehumphries@argosy.edu
Murph, Erlis	Director, Academic and Student Services	847-969-4982	emurph@argosy.edu
Peters, Patricia	Registration Coordinator	847-969-4979	ppeters@argosy.edu

ADMISSIONS			
Name	Title	Phone Number	Email Address
Garcia, Rosie	Admissions Coordinator	847-969-4906	rgarcia@argosy.edu
Gildemeister, Bryan	Assistant Director, Admissions	847-969-4958	bgildemeister@argosy.edu
Khan, Fatima	Assistant Director, Admissions	847-969-4902	fkhan@argosy.edu
Luckett, Carmen	Assistant Director, Admissions	847-969-4904	cluckett@argosy.edu
McIntosh, Comisa	Assistant Director, Admissions	847-969-4911	cmcintosh@argosy.edu
Nadolski, David	Assistant Director, Admissions	847-969-4907	dnadolski@argosy.edu

ADMISSIONS			
Name	Title	Phone Number	Email Address
Rockenfield, Jeffrey	Director, Admissions	847-969-4901	jrockenfield@argosy.edu
Vann, Victoria	Assistant Director, Admissions	847-969-09	vvann@argosy.edu
Warren, Amy	Assistant Director, Admissions	847-969-4905	awarren@argosy.edu

BUSINESS OFFICE			
Name	Title	Phone Number	Email Address
Xie, Lei	Business Manager	847-969-4928	lxei@argosy.edu

COLLEGE OF BUSINESS			
Name	Title	Phone Number	Email Address
Kandelman, Harriet	Campus Dean	847-969-4918	hkandelman@argosy.edu

COLLEGE OF EDUCATION			
Name	Title	Phone Number	Email Address
Hyder, Nargis	Assistant Professor	847-969-4932	nhyder@argosy.edu
Van Winkle, David	Program Chair	847-969-4922	dvanwinkle@argosy.edu

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES			
Name	Title	Phone Number	Email Address
Belmonte, Annemarie	Program Coordinator of Undergraduate Psychology	847-969-4929	abelmonte@argosy.edu
Carnozzo, Joel	Associate Director of Clinical Training	847-969-4991	jcarnozzo@argosy.edu
Dodzik, Peter	Assistant Professor, Clinical Psychology	847-969-4935	pdodzik@argosy.edu

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

Name	Title	Phone Number	Email Address
Dugo, James	Professor, Clinical Psychology	847-969-4947	jdugo@argosy.edu
Eme, Robert	Professor, Clinical Psychology	847-969-4943	reme@argosy.edu
Goldman, Rhonda	Associate Professor, Clinical Psychology	847-969-4941	rgoldman@argosy.edu
Gralewski, Carolyn	Associate Professor, Clinical Psychology	847-969-4948	cgralewski@argosy.edu
Jackson, La-Don	Associate Professor, Counselor Education	847-969-4939	ldjackson@argosy.edu
Junior, Victoria	Associate Director of Clinical Training, Counselor Education Programs	Insert phone number	vjunior@argosy.edu
Juzwin, Kammie	Assistant Professor, Clinical Psychology	847-969-4946	kjuzwin@argosy.edu
Kimmelman, Paul	Program Coordinator, Organizational Leadership	Insert Phone Number	pkimmelman@argosy.edu
Kukoleck, Kevin	Assistant Professor, Clinical Psychology	847-969-4945	kkukoleck@argosy.edu
Lema-Stern, Sandra	Professor, Clinical Psychology	847-969-4942	sstern@argosy.edu
Mahoney, Donna	Assistant Professor, Clinical Psychology	847-969-4940	dmahoney@argosy.edu
Mirman, M. Chet	Assistant Professor, Clinical Psychology	847-969-4950	mmirman@argosy.edu
Oster, Marc	Associate Professor, Clinical Psychology	847-969-4944	moster@argosy.edu
Rastogi, Mudita	Professor, Clinical Psychology	847-969-4949	mrastogi@argosy.edu
Ray, Amy	Correctional Program Training Director	847-969-4992	aray@argosy.edu

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES			
Name	Title	Phone Number	Email Address
Robinson, Tracy	Director of Clinical Training and Assistant Professor, Clinical Psychology	847-969-4990	trobinson@argosy.edu
Septowski, Dale	Program Chair, Counselor Education Programs	847-969-4921	dseptowski@argosy.edu
Wasner, Jim	Dean, American School of Professional Psychology at Argosy University, Schaumburg	847-969-4917	jwasner@argosy.edu
Winter, Melissa	Correctional Program Training Supervisor	847-969-4992	mwinter@argosy.edu

LIBRARY			
Name	Title	Phone Number	Email Address
Barclay, Marian	Library Assistant	847-598-6850	mbarclay@argosy.edu
Reyna, Janan	Director, Library Services	847-598-6853	jreyna@argosy.edu

STUDENT FINANCE			
Name	Title	Phone Number	Email Address
Dodt, Gwen	Financial Aid Assistant	847-969-4954	gdodt@argosy.edu
Kribley, Judy	Director, Student Finance	847-969-4927	jkribley@argosy.edu

APPENDIX III

WHO TO CONTACT - QUICK REFERENCE DIRECTORY

Item	Department	Contact Person	Telephone	Email Address
Academic Advisement	Listed by College	Campus Dean or Program Chair	<i>See Campus Directory</i>	<i>See Campus Directory</i>
Account Holds	Student Finance	Judy Kribley, Director, Student Finance	847-969-4927	jkribley@argosy.edu
ADA issues	Student Services	Margaret Cusick, New Student Coordinator	847-969-4984	mcusick@argosy.edu
Adds/Drops	Registrar's Office	Evelyn Humphries, Registrar	847-969-4983	ehumphries@argosy.edu
Admissions		Rosie Garcia, Admissions Coordinator	847-969-4906	rgarcia@argosy.edu
		Bryan Gildemeister, Assistant Director, Admissions	847-969-4958	bgildemeister@argosy.edu
		Fatima Khan, Assistant Director, Admissions	847-969-4902	fkhan@argosy.edu
		Carmen Luckett, Assitant Director of Admissions	847-969-4904	cluckett@argosy.edu
		Cormisa McIntosh, Assitant Director, Admissions	847-969-4911	cmcintosh@argosy.edu
		David Nadolski, Assistant Director, Admissions	847-969-4911	cmcintosh@argosy.edu
		Jeffrey, Rockenfield, Director, Admissions	847-969-4901	jrockenfield@argosy.edu
		Victoria Vann, Assistant Director, Admissions	847-969-09	vvann@argosy.edu
		Amy Warren, Assistant Director, Admissions	847-969-4905	awarren@argosy.edu
Financial Aid	Student Finance	Judy Kribley, Director, Student Finance	847-969-4927	jkribley@argosy.edu
International Student Issues	Student Services	Erlis Murph, Director, Academic and Student Services	847-969-4982	emurph@argosy.edu
		Margaret Cusick, New Student Coordinator	847-969-4984	mcusick@argosy.edu
Temporary Withdrawal	Registrar's Office	Evelyn Humphries, Registrar	847-969-4983	ehumphries@argosy.edu

Item	Department	Contact Person	Telephone	Email Address
Library		Circulation Desk	847-585-4576	N/A
		Marian Barclay, Library Assistant	847-598-6850	mbarclay@argosy.edu
		Janan Reyna, Director, Library Services	847-598-6859	jreyna@argosy.edu
Online Course Access	Student Services	Margaret Cusick	847-969-4984	mcusick@argosy.edu
Refund and Withdrawal Policies	Student Finance	Judy Kribley	847-969-4927	jkribley@argosy.edu
Registration	Registrar's Office	Evelyn Humphries, Registrar	847-969-4983	ehumphries@argosy.edu
Room Reservations	Reception	Aliana Ceballos	847-969-4900	aceballos@argosy.edu
Scholarships	Student Finance	Judy Kribley, Director, Student Finance	847-969-4927	jkribley@argosy.edu
Student Link	Registrar's Office	Evelyn Humphries, Registrar	847-969-4983	ehumphries@argosy.edu
Syllabi	Registrar's Office	Patricia Peters, Registration Coordinator	847-969-4979	ppeters@argosy.edu
Teaching Assistantship	Student Finance	Judy Kribley, Director, Student Finance	847-969-4927	jkribley@argosy.edu
Temporary Withdrawal	Registrar's Office	Evelyn Humphries, Registrar	847-969-4983	ehumphries@argosy.edu
Textbooks	Registrar's Office	Patricia Peters, Registration Coordinator	847-969-4927	ppeters@argosy.edu
Transcripts (Holds, Official Copies)	Registrar's Office	Evelyn Humphries, Registrar	847-969-4983	ehumphries@argosy.edu
Tuition Payments	Student Finance	Judy Kribley, Director, Student Finance	847-969-4927	jkribley@argosy.edu
www.auschaumburg.net	Student Services	Erlis Murph, Director, Academic and Student Services	847-969-4982	emurph@argosy.edu

APPENDIX IV

CAMPUS ACADEMIC CALENDAR

2008-2009 ACADEMIC CALENDAR

Fall 2008: September 2 - December 13

Session I: 9/2-10/22

Session II: 10/23-12/13

3-week break

Spring 2009: January 10 - April 23

Session I: 1/10-3/2

Session II: 3/3-4/23

2-week break

Summer 2009: May 9 - August 20

Session I: 5/09-6/29

Session II: 6/30-8/20

2-week break

2008-2009 HOLIDAY CALENDAR

Independence Day	Friday, July 4, 2008
Labor Day	Monday, September 1, 2008
Thanksgiving	Thursday, November 27, 2008
Day after Thanksgiving	Friday, November 28, 2008
Christmas Day	Thursday, December 25, 2008
Day after Christmas	Friday, December 26, 2008
New Years Day	Thursday, January 1, 2009
Day after New Years	Friday, January 2, 2009
Martin Luther King Day	Monday, January 19, 2009
President's Day	Monday, February 16, 2009
Good Friday	Friday, April 10, 2009
Memorial Day	Monday, May 25, 2009