



ARGOSY UNIVERSITY | ORANGE COUNTY

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ARGOSY UNIVERSITY | ORANGE COUNTY



Student Handbook 2005–2006



Table of Contents

Section One

Introduction

Mission Statement	3
Letter from the President	3
About This Handbook	4
Campus History	4
Conditions Subject to Change	4
Building and Office Hours	5

Section Two

Campus and Student Services Information

Student Advisement	6
Registration	7
Course Availability/Cancellation	9
Transcript Requests	9
Enrollment Verification Requests	9
Change of Address/Contact Information	9
Library Services	9
Bookstore	16
Commencement Services	16

Section Three

Student Rights and Responsibilities

Disability Services	17
Statement of No Harassment	17
Student Grievance Procedure	18

Section Four

General Policies and Information

Animals on Campus	20
Appropriate Attire	20
Drug-Free Workplace and Campus	20
Family Educational Rights and Privacy Act	28
ID Cards	28
Parking and Transportation	29
Personal Property	29
Portable Telecommunication Devices	29

Posters, Flyers and Banners	29
Safety Procedures	29
Smoking Policy	29
Student Health Insurance	29
Student Messages	30
Student Interest Clubs	30
Visitors/Children on Campus	30

Section Five

Campus Security Report and Crime Statistics

Introduction	31
Campus Security and Crime Prevention Policy	31
Reporting Crimes and Emergencies	31
Policies for Preparing the Annual Disclosure of Criminal Statistics	32
Security and Access to Argosy University	32
Campus Law Enforcement	32
Relationship with Local and State Police	33
Programs to Inform Students and Employees about Campus Security	33
Programs to Inform Students and Employees about the Prevention of Crimes	34
Off-Campus Student Organizations	34
Drug and Alcohol Policies	34
Programs and Procedures Regarding Sexual Assault	34
Disciplinary Action and Sanctions	35
Information Regarding Registered Sex Offenders	36
Crime Statistics	37

Appendix I

Campus Directory	40
------------------------	----

Appendix II

Campus Academic and Holiday Calendar	42
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Introduction

MISSION STATEMENT

Argosy University is a private higher education institution whose mission is to provide high-quality education in practitioner fields, employing delivery formats that provide access for students regardless of their geographical location. Argosy University offers general education and professional programs at the undergraduate, graduate, and postgraduate levels within the behavioral sciences, business, education, information technology, and healthcare fields. These degree programs are designed to instill the knowledge and skills of professional practice as well as foster the values of higher education and social responsibility. In so doing, Argosy University strives to carry on the missions of its founding institutions: the American Schools of Professional Psychology, the University of Sarasota, and the Medical Institute of Minnesota.

LETTER FROM THE PRESIDENT

Dear Argosy University Student:

At Argosy University/Orange County, our desire is to collaborate with you in realizing your educational and professional aspirations. Our program offerings are designed to challenge and enable you to advance your career opportunities.

An Argosy University education is not a passive process. As a student you will be engaged in active learning with your peers and professors. You will take responsibility for your education but under the guidance and mentorship of faculty who are often practitioners within the fields you are studying. As a result, you will learn from those who have been there. You will also have the opportunity to develop both professional contacts and lifelong friends.

There's a vibrant energy here, one that fuels a desire to do your best. You are supported by a close and caring community bound by mutual respect for your individuality as well as your unique contributions to the learning experience.

We are here to make sure that your educational experience is the best it can be. Join us and let us know how we can help you achieve your educational and career goals.

Best wishes for an effective collaboration with us.

Sincerely,

Jeb Egbert, EdD
Campus President

ABOUT THIS HANDBOOK

Your Argosy University/Orange County 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/Orange County Student Handbook incorporates by reference the *Argosy University 2005 – 2006 Academic Catalog* and campus-specific addenda. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your academic catalog and the addenda.

CAMPUS HISTORY

Accredited by the Higher Learning Commission and is a member of the North Central Association (NCA) (30 North La Salle Street, Suite 2400, Chicago, IL 60602, 1.312.263.0456, www.ncahlc.org). Argosy University has a long and proud tradition of academic excellence.

The origins of Argosy University can be traced to the American Schools of Professional Psychology, the Medical Institute of Minnesota, and the University of Sarasota. The American Schools of Professional Psychology was founded in the early 1970s by a group of psychologists, educators, and other professionals who concluded that the preparation of psychology practitioners would be better served by schools that emphasized teaching and practical training. The Medical Institute of Minnesota was established to prepare skilled allied health care personnel for careers in hospitals and clinics. Program offerings responded to the emerging needs of the medical community. Throughout its 30-year history, the University of Sarasota provided a practice-oriented program of study that met the needs of working professionals while maintaining the highest academic standards. These three schools merged to form Argosy University on September 1, 2001.

Argosy University. Three strong foundations. One proud tradition.

CONDITIONS SUBJECT TO CHANGE

Argosy University/Orange County 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/Orange County will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

BUILDING AND OFFICE HOURS

Building Hours

Building A 3601 West Sunflower Avenue

Monday – Friday 6:30 a.m. to 12 a.m.

Saturday 6:30 a.m. to 10:00 p.m.

Sunday *Closed*

Building B 3501 West Sunflower Avenue

Monday – Friday 6:30 a.m. to 10 p.m.

Saturday 6:30 a.m. to 9:00 p.m.

Sunday 6:30 a.m. to 6:00 p.m.

Building C 3511 West Sunflower Avenue

Monday – Friday 6:30 a.m. to 10:00 p.m.

Saturday 8:30 a.m. to 3:30 p.m.

Sunday *Closed*

Admissions Hours

Monday – Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Saturday 8:00 a.m. to 3:00 p.m.

Library Hours

Monday – Thursday 7:30 a.m. to 10:00 p.m.

Friday 7:30 a.m. to 6:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Sunday 1:00 p.m. to 4:00 p.m.

Student Services Hours

Monday – Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 3:00 p.m.

Saturday 8:00 a.m. to 3:00 p.m.

International Student Advising Hours

Monday – Friday 9:00 a.m. to 6:00 p.m.

Additional hours available by appointment

Student Financial Services Hours

Monday – Thursday 9:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 3:00 p.m.

Saturday 8:00 a.m. to 3:00 p.m.

Computer Lab Hours

Monday – Thursday 7:30 a.m. to 10:00 p.m.

Friday 7:30 a.m. to 6:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Sunday 1:00 p.m. to 4:00 p.m.

Campus and Student Services Information

STUDENT ADVISEMENT

Argosy University/Orange County faculty and staff partner with the students to foster an intellectual, cultural, and social environment that maximizes student potential, addresses diversity issues, and enhances the educational efforts of the university.

Program Advisors

College of Business and Information Technology

Dr. Ray London, Dean

714.338.6217

rlondon@argosyu.edu

Bachelor of Science Business Administration (Degree Completion Program)

Diana Sigano, Program Chair

714.338.6217

dsigano@argosyu.edu

Master of Business Administration

Barry Wrenn, J.D., Professor

714.338.6246

rwrenn@argosyu.edu

Doctor of Business Administration

Dr. Andrew Sangster, Professor

714.338.6260

asangster@argosyu.edu

College of Education and Human Development

Dr. Christine Zeppos, Dean

714.338.6226

czeppos@argosyu.edu

Master of Arts in Education

Dr. Marilyn Al-Hassan, Program Chair

714.338.6221

malhassan@argosyu.edu

Doctor of Education in Organizational Leadership

Dr. Jeannette Elliott, Program Chair

714.338.6232

jelliott@argosyu.edu

Vanessa Pham, Credentials Analyst
714.338.6223
vapham@argosyu.edu

Cheryl Sowada, Academic Advisor
714.338.6224
csowada@argosyu.edu

The American School of Professional Psychology

Dr. Gary Bruss, Dean
714.338.6225
gbruss@argosyu.edu

Bachelor of Arts in Psychology (Degree Completion Program)

Dr. Jennifer Preston, Program Chair
714.338.6243
jpreston@argosyu.edu

Master of Arts in Counseling Psychology

Dr. Christine Fredericks, Program Chair
714.338.6241
cfredericks@argosyu.edu

Doctor of Education in Counseling Psychology

Dr. Yuying Tsong, Program Chair
714.338.6245
ytsong@argosyu.edu

*Master of Arts in Clinical Psychology and
Doctor of Psychology in Clinical Psychology*

Dr. Marc Lubin, Program Chair
714.338.6229
mlubin@argosyu.edu

REGISTRATION

Open registration periods are announced by the Student Services Department along with the release of a registration bulletin at three points in the year. During registration periods students may register online at <https://banner.argosyu.edu> or submit a registration form to the Student Services Department (the form is included in the registration bulletin). Course add/drop capabilities are available up until midnight the eve of the semester start date.

Students intending to enroll for a given term must register during the published registration period and complete plans for tuition and fees according to the tuition payment policy and published payment deadlines.

Registration Deadlines

Registration week, late registration deadlines and payment deadlines are defined below. FYI: Late registration deadlines occur two weeks after the start of registration.

Fall 2005 Registration

Registration Week	June 13 – 17, 2005
Late Registration Deadline	June 27, 2005
Payment Deadline	August 15, 2005

Spring 2006 Registration

Registration Week	November 7 – 11, 2005
Late Registration Deadline	November 21, 2005
Payment Deadline	December 15, 2005

Summer 2006 Registration

Registration Week	March 13 – 17, 2006
Late Registration Deadline	March 27, 2006
Payment Deadline	April 15, 2006

Payment deadlines define the last date that registered students not receiving financial aid can make a 25% payment towards tuition and fee costs. For midterm starts where there is not a defined registration period, the payment deadline is two weeks prior to the start of the session.

Students not receiving financial aid who have not made a payment by the payment deadline will be dropped from all advanced registered courses. Students who are not registered at the start of each term or approved for an official leave of absence will be withdrawn from Argosy University.

For continuing students, a late registration fee of \$50 will be charged to students submitting initial registration after the published registration deadline. Students will be allowed to add/drop after this date without penalty through the end of the add/drop period.

Late Registration

A late fee is assessed to any student who registers after the registration deadline. Students may not add a course that has met twice since the start of the semester.

Add/Drop Registration

Students already registered may add a class during the registration period via Student Link web registration up to a day before the start of the semester. Students will not be able to add a given class to their schedule if the course is closed or has met twice and students should not approach a faculty member for permission to join a closed class. Argosy University/Orange County does not accept schedule changes by telephone.

The Student Services Department strongly urges all students to complete their entire course schedule during the official registration week. Students who want to drop a class after the start of the semester may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Department. Please refer to the registration bulletin for specific drop deadlines and fees.

COURSE AVAILABILITY/CANCELLATION

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

TRANSCRIPT REQUESTS

Requests for transcripts are made to the Student Services Department. Argosy University/Orange County provides a transcript request form. The Family Educational Rights and Privacy Act of 1974 require all transcript requests to be submitted in writing and to be signed by the former or current student. Faxed requests should include the student's name, ID number, date of birth, address to be sent, and signature. Telephone and e-mail requests for transcripts will not be accepted. Transcripts will be released only upon completion of all financial obligations to Argosy University.

ENROLLMENT VERIFICATION REQUESTS

Students may obtain a letter from the Student Services Department verifying their enrollment as documentation for student discounts, insurance, loan deferments, or other purposes. The request must be made in writing and must indicate the student's name, address, phone number, the student identification number, as well as the location for which the letter should be sent.

CHANGE OF ADDRESS/CONTACT INFORMATION

Students should maintain current information with Argosy University at all times. Change in address, phone number and e-mail information can be submitted to the Student Services Department in writing or on the Argosy University/Orange County Change of Information form provided around campus. Students also have the option of making changes to their contact information online via Student Link.

LIBRARY SERVICES

The Argosy University/Orange County Library is located at 3501 West Sunflower in Building B.

The library serves Argosy University/Orange County, Brown-Mackie University Orange County and the Art Institute of California – Orange County with an integrated collection of more than 12,000 titles.

The library adds 1000-1500 new titles on Argosy University/Orange County subjects each year. We encourage faculty and student requests and recommendations for new acquisitions. Requests can be made via paper form or by email to: gdubuque@edmc.edu

We subscribe to a number of online databases for Argosy University/Orange County students and faculty. These include: LexisNexis, EBSCOHost databases for psychology, business, and education, as well as general journal article retrieval; and ProQuest for journal article retrieval.

The library currently serves as the reservation center for audio-visual equipment for use in Buildings B and C. Equipment includes TV/VCR/DVD carts for Building B (these are available in classrooms in Building C), LCD projectors, laptops, and overhead projectors. Reservations for equipment can be made at the Library desk or by email to: gdubuque@edmc.edu. Sorry, due to staffing limitations we are unable to move and setup av equipment.

You may access the Argosy University Library catalog, databases, and other helpful material from home or campus through our web site: <http://stu.aii.edu/~gwd301/library.html>

Library Hours

Monday – Thursday	7:30 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 4:00 p.m.

Online Resources

Online Resources Available for Argosy University/Orange County Students
Information Current as of May 2, 2005
Revised May 15, 2005

Databases through EBSCO Host PsycINFO

PsycINFO contains nearly two million citations and summaries of journal articles, book chapters, books and dissertations, all in the field of psychology. Journal coverage, which dates back to the 1800s, includes international material selected from nearly 2,000 periodicals in over 35 languages. More than 60,000 records are added each year.

Psychology and Behavioral Sciences Collection

This database provides coverage of nearly 550 full text journals, including more than 500 peer-reviewed titles. Psychology and Behavioral Sciences Collection covers topics such as emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods. Nearly every full text title included in this database is indexed in PsycINFO. This database is updated daily.

Academic Search Elite

This multi-disciplinary database offers full text for more than 2,050 scholarly journals, including more than 1,500 peer-reviewed titles. Covering virtually every area of academic study, Academic Search Elite offers full text information dating as far back as 1985. Updated daily.

Business Source Elite

Provides full text for 1,128 scholarly business journals, including full text for more than 480 peer-reviewed publications, going back to 1985. Updated daily.

PsychARTICLES

Full text articles on current issues in psychology from respected sources spanning from 1985 to the present. Includes more than 39,000 full-text articles from 53 journals published by the American Psychological Association and allied organizations. All journals included in this database are indexed in PsycINFO.

Regional Business News

Provides comprehensive full text coverage for regional business publications. Covers 75 business journals, newspapers and newswires from all metropolitan and rural areas within the U.S. Updated daily.

Communication & Mass Media Complete

Provides quality research in areas related to communication and mass media.

American Humanities Index

A collection of bibliographic references to literary, scholarly and creative journals published in the U.S. and Canada. Contains over 1,000 journals published from 1975 to the present.

Resources available through LIRN

<http://lirn.net/auth>

LIRN (Library and Information Resources Network) provides access to four sets of databases: ProQuest; InfoTrac, eLibrary, and Books In Print.

ProQuest Databases

ABI/INFORM Dateline

Business, Economics: local and regional business publications. Search a unique resource focusing on hard-to-find local and regional business news coverage of large corporations, privately held companies, local start-ups, executive profiles, marketing, finance, and industry news. Provides access to business information not typically found in national news sources. Contains news and analysis, information on local markets, and more gathered from major business tabloids, magazines, daily newspapers, wire services, and city, state, and regional business publications. Coverage: 1985 – present.

ABI/INFORM Global

Business, Finance, Economics: journals, company profiles, Wall Street Journal. Most scholarly and comprehensive way to explore and understand business research topics. Search nearly 1800 worldwide business periodicals for in-depth coverage of business and economic conditions, management techniques, theory, and practice of business, advertising, marketing, economics, human resources, finance, taxation, computers, and more. Expanded international coverage. Fast access to information on 60,000 + companies with business and executive profiles. Now includes The Wall Street Journal. Coverage: 1971 – current.

ABI/INFORM Trade & Industry

Business, Economics: trade and industry periodicals and newsletters. Search more than 750 business periodicals and newsletters with a trade or industry focus. Provides users with the latest industry news, product and competitive information, marketing trends, and a wide variety of other topics. Contains publications on every major industry, including finance, insurance, transportation, construction, and many more. Coverage: 1971 – current.

AMA Titles: Abstracts & Indexing

Journals published by the American Medical Association. Coverage: varies.

National Newspaper Abstracts (3)

Abstracts and indexing for *New York Times*, *USA Today*, and *Wall Street Journal*, included with a subscription to Research Library or Discovery. Coverage: varies.

ProQuest Psychology Journals

Psychology: Journals, Magazines. With complete full-text coverage from top psychology and related publications, this database meets the needs of both students and mental-health professionals. Coverage: varies.

Research Library Core

Search for basic coverage of a broad range of subject areas including: arts, business, children, education, general interest, health, humanities, international, law, military, multicultural, psychology, sciences, social sciences, and women's interests.

Arts Module

Search periodicals on subjects such as arts, dance, theater, cinema, and more in this module of ProQuest Research Library. Coverage: varies.

Business Module

Search periodicals on business subjects such as economics, personal finance, marketing, and more in this ProQuest Research Library module. Coverage: varies.

Children's Module

Search for current information for or about children in this module of ProQuest Research Library. Coverage: varies.

Education Module

Search titles on education subjects such as administration, policy, teaching practices, and more in this module of ProQuest Research Library. Coverage: varies.

General Interest Module

Search periodicals on general interest subjects such as hobbies, fashion, consumer information, travel, and more in this ProQuest Research Library module. Coverage: varies.

Health Module

Search periodicals on health subjects such as medical conditions, substance abuse, insurance, health policy, and more in this ProQuest Research Library module. Coverage: varies.

Humanities Module

Search periodicals on humanities subjects such as communication, history, journalism, literature, philosophy, religion, and more in this ProQuest Research Library module. Coverage: varies.

International Module

Search periodicals on international subjects such as culture, history, social policy, politics, and more in this ProQuest Research Library module. Coverage: varies.

Law Module

Search periodicals on legal subjects such as business law, civil law, criminal law, and more in this ProQuest Research Library module. Coverage: varies.

Military Module

Search periodicals on military subjects such as defense, aeronautics and space flight, and other military issues in this ProQuest Research Library module. Coverage: varies.

Multicultural Module

Search periodicals on multicultural subjects such as ethnic minority and gay/lesbian issues in this ProQuest Research Library module. Coverage: varies.

Psychology Module

Search periodicals on psychology subjects such as human development, learning, psychiatry, and more in this ProQuest Research Library module. Coverage: varies.

Sciences Module

Search periodicals on science subjects such as agriculture, biology, chemistry, computers, engineering, physics, and more in this ProQuest Research Library module. Coverage: varies.

Social Science Module

Search periodicals on social science subjects such as anthropology, culture, criminology, political science, social welfare, urban development, and more in this ProQuest Research Library module. Coverage: varies.

Women's Interest Module

Search periodicals on women's interest subjects such as feminism, history, political science, social science, and general interest as they relate to women's issues in this ProQuest Research Library module. Coverage: varies.

Infotrac Databases

Business and Company Resource Center with PROMT and Newsletters

Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Predicast's PROMT and Newsletter databases are fully integrated in this database. Search this database to find detailed company and industry news and information.

Computer Database 1980 – May 2005

Use this database to find computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

- Custom Newspapers
- Indexing and full text

Expanded Academic ASAP 1980 – May 2005

From arts and the humanities to social sciences, science and technology, this database meets research needs across all academic disciplines. Access scholarly journals, news magazines, and newspapers — many with full text and images!

General Business File ASAP 1980 – May 2005

Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination of broker research reports, trade publications, newspapers, journals and company directory listings with full text and images available.

Health and Wellness Resource Center and Alternative Health Module 1980 – May 2005

Use this Resource Center to find magazines, journals, newspapers, definitions, directories, and information on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, Prescription Drugs, Herbal remedies, and alternative or complementary treatments, etc. Included are links to diet, cancer, and health assessment sites as well as government databases. Material contained in this Resource Center is intended for informational purposes only.

Health and Wellness Resource Center 1980 – May 2005

Use this Resource Center to find magazines, journals, newspapers, definitions, directories, and information on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, Prescription Drugs, etc. Included are links to diet, cancer, and health assessment sites as well as government databases. The material contained in this Resource Center is intended for informational purposes only.

Health Reference Center Academic 1980 – May 2005

Use this database to find articles on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, HMOs, Prescription Drugs, etc. The material contained in this database is intended for informational purposes only.

Literature Resource Center — LRC May 2005

Literature Resource Center provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, the Literature Resource Center covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors.

Newsletters ASAP 2000 – April 2005

Newsletters ASAP provides access to information from specialized business, industry and technology newsletters issued by various news services and industry watchers.

Opposing Viewpoints Resource Center MAY, 2005

Opposing Viewpoints Resource Center draws on the acclaimed social issues series published by Greenhaven Press, as well as core reference content from other Gale and Macmillan Reference USA sources to provide a complete one-stop source for information on social issues. Access viewpoint articles, topic overviews, statistics, primary documents, links to web sites, and full-text magazine and newspaper articles.

Student Resource Center — Gold 1980 – Present

A fully integrated database containing thousands of curriculum-targeted primary documents, biographies, topical essays, background information, critical analyses, full-text coverage of over 1,000 magazines, newspapers, over 20,000 photographs and illustrations, and more than 8 hours of audio and video clips. Includes Student Resource Center-Health Module

e-Library

e-Library is a single database providing full text articles from popular magazines, newspapers, and reference books, as well as pictures, maps, audio-visual materials, and TV/radio transcripts.

Books In Print

Database of basic information on books currently in print, together with some out-of-print titles.

Other Databases (Local Subscriptions)

Lexis/Nexis

Available on-campus use only. Campus subscription via OCLC

<http://www.lexisnexis.com/cis>. Full-text documents from over 5,900 news, business, legal, medical, and reference publications with a variety of flexible search options.

Lexis/Nexis Congressional

Available on-campus only. Campus subscription via OCLC

<http://www.lexisnexis.com/congcomp>. Explore government in action with the most comprehensive online resource available for Congressional hearings, public issues, legislation, history, and legal research. Perform in-depth research with access to the full-text of more than 214 years worth of detailed information about Congress, including member biographies, committee assignments, voting records, financial data, and the full-text of key regulatory and statutory resources.

Library Web Site

The library staff is pleased to announce the inauguration of its new web site. On the site you will find links to the Argosy University Library catalog, databases including not only EBSCOHost and LIRN but many other free online resources, as well as subject specialized search engines under the heading “Web Resources” and a page of helpful “How Do I...” resources to advise and support your work. The library web site is not yet linked from the Argosy web page, but can be accessed directly at <http://stu.aii.edu/~gwd301/library.html>.

BOOKSTORE

Students attending classes at Argosy University/Orange County are able to purchase all of their textbooks by using our new custom designed virtual bookstore. Students will be able to access it by going to www.argosybookstore.com.

The virtual bookstore will prompt you to enter your first and last name, student I.D. and semester. All you need is your class schedule and the online store will automatically inform you of all required textbooks for all of your courses. Best of all, you may access the virtual bookstore 24/7, with shipment right to your doorstep.

We believe all Argosy University/Orange County students will enjoy this new service. Please be patient with us as we refine this option.

COMMENCEMENT SERVICES

The Argosy University/Orange County commencement ceremony occurs in the month of May or June. Students must meet graduation requirements, complete a Petition to Graduation form, and pay the graduation fee by the published deadlines in order to participate in the commencement ceremony.

Student Rights and Responsibilities

DISABILITY SERVICES

Argosy University/Orange County provides accommodations to qualified students with disabilities. The Student Services Department assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University/Orange County.

Argosy University/Orange County 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 director of Student Services. If you have a concern or complaint in this regard, please contact the director of Student Services at 714.338.6200. Complaints will be handled in accordance with Argosy University/Orange County's Grievance Procedure for Internal Complaints of Discrimination and Harassment.

STATEMENT OF NO HARASSMENT

Argosy University/Orange County is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. Argosy University/Orange County prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, Argosy University/Orange County will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, Argosy University/Orange County will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

STUDENT GRIEVANCE PROCEDURE

Argosy University/Orange County does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the nondiscrimination policy:

Rochelle Asanti
Director of Student Services
3501 West Sunflower Avenue, Suite 110
Santa Ana, CA 92704
714.338.6200
rasanti@argosyu.edu

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the Argosy University/Orange County nondiscrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters or for academic matters with Rochelle Asanti, Director of Student Services, 3501 West Sunflower Avenue, Suite 110, Santa Ana, CA 92704, 714.338.6200, rasanti@argosyu.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Rochelle Asanti, Director of Student Services, 3501 West Sunflower Avenue, Suite 110, Santa Ana, CA 92704, 714.338.6200, rasanti@argosyu.edu.
2. The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the director of Student Services
3. The director of Student Services will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The director of Student Services will determine whether a violation of the Argosy University/Orange County nondiscrimination policy has occurred. The director of Student Services will issue a written determination as promptly as practicable. If the director of Student Services determines that the policy has been violated, the director of Student Services will also recommend corrective action.
5. The decision of the director of Student Services may be appealed by petitioning the president's office of Argosy University/Orange County. The written appeal must be made within twenty calendar days of receipt of the determination letter from the director of Student Services. The president, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The president's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the *Argosy University 2005 – 2006 Academic Catalog*.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the web site at <http://www.ed.gov/ocr>.

General Policies and Information

ANIMALS ON CAMPUS

Argosy University/Orange County prohibits any animals on campus property. Service dogs are an exception.

APPROPRIATE ATTIRE

Students are expected to dress in a manner appropriate for their chosen profession while attending Argosy University. When in doubt, students should refer to their academic department director for guidelines for professional dress for their programs of study. If in the opinion of any faculty or staff member of Argosy University, student attire is deemed to be inappropriate, the student will be asked to leave campus until the attire has been changed.

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of Argosy University/Orange County or in facilities controlled by Argosy University/Orange County are prohibited by college regulations and are incompatible with the Argosy University/Orange County 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/Orange County and the requirements of state and federal law, Argosy University/Orange County has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated with the Use of Alcohol

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males — testicular atrophy and breast enlargement
- In females — increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Argosy University/Orange County Sanctions

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

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 Cal Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University/Orange County need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with the director of Student Services.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The Student Services Department can provide a list of area resources that may meet your needs.

Area Resources

There are also organizations that may be contacted for help. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available 8:00 a.m. – 2:00 a.m., Monday through Friday and 11:00 a.m. – 2:00 a.m. on weekends.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Argosy University/Orange County may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to [insert title(s) of appropriate school official(s)]. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure Of Educational Records

Argosy University/Orange County generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Argosy University/Orange County officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Argosy University/Orange County has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Argosy University, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator — not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Argosy University/Orange County, officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), Argosy University/Orange County will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Argosy University/Orange County designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: local, email and web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at Argosy University/Orange County to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, Argosy University/Orange County, 3501 W. Sunflower, Suite 110, Santa Ana, CA 92704. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar or Director of Student Services to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Argosy University/Orange County may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Argosy University/Orange County will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Argosy University/Orange County. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Argosy University/Orange County will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, Argosy University/Orange County decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Argosy University/Orange County decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, Argosy University/Orange County will:
- (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Argosy University/Orange County to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

ID CARDS

Student Identification Cards are required in the Argosy University/Orange County buildings and must be visible at all times. Students will not gain access to the buildings without a valid ID card. Students enrolled at Argosy University/Orange County are issued identification cards that are used for various purposes during your studies, including:

- Gaining access to the school and school facilities
- Checking out materials from the library
- Participating in certain student activities and events
- Presenting to some retailers, theaters, and restaurants that offer special discounts to those who present a student ID card

Students who withdraw from the school are required to turn their ID card to the registrar. It is the students' responsibility to replace any lost ID cards from Student Services for a \$5.00 fee.

PARKING AND TRANSPORTATION

Parking regulations have been designed to maintain convenient, safe, and orderly parking for the students, faculty, staff and guests of Argosy University/Orange County. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and safe traffic. Argosy University/Orange County is not responsible for any loss or damage to students' automobiles or their contents. Parking is on a first come first served basis. Students are prohibited from parking in spaces reserved for staff and visitors. Students parking off of the premises should obey the California state parking codes and the posted restrictions of our neighbors.

PERSONAL PROPERTY

Argosy University is not responsible for the personal property of students (such as books, supplies, equipment, or clothing). Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should also review their personal property/homeowners' policy to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss. Students should never leave purses, backpacks, or wallets unattended and should be sure to keep their valuable personal property with them at all times.

PORTABLE TELECOMMUNICATION DEVICES

Headphones are not to be worn in labs or classrooms unless required. The use of cellular telephones and pagers while in the classroom is strictly forbidden.

POSTERS, FLYERS, AND BANNERS

Posters, flyers, and banners must get approval prior to posting. Approval can be obtained by submitting your document for approval to the Student Services Department.

SAFETY PROCEDURES

In the event of fire, natural disaster or medical emergencies, students and employees should dial 911. After dialing the emergency operator, the campus president should be notified.

In the event of a fire, it is mandatory that all persons observe the following procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress
2. Follow directions from the nearest faculty, staff member or emergency personnel for exiting the building. Exit buildings using stairwells only.
3. After exiting, head away from the building to the corner of the parking lot (do not block driveways, exits or entrances or streets).
4. Do not re-enter the school until an "all-clear" indication is given.

SMOKING POLICY

Argosy University/Orange County provides a smoke free environment. Smoking is not permitted anywhere inside the buildings nor is it permitted near any of the buildings entrances. Smoking is permitted outside the buildings in designated areas only.

STUDENT HEALTH INSURANCE

Student health insurance information is available in the Student Services Department. All Argosy University/Orange County students who are enrolled at least half-time in a degree seeking program are eligible to enroll in the medical insurance plan through the TIG insurance company.

STUDENT MESSAGES

Argosy University/Orange County cannot act as a “message service” for students. Only in cases of genuine emergency (e.g. medical or childcare situations) will a message be taken for a student.

SPECIAL INTEREST CLUBS

Special interest clubs at Argosy University/Orange County are representative of student interests across programs. Club meetings are posted around campus. For further information please contact your dean or program chair.

VISITORS/CHILDREN ON CAMPUS

Argosy University welcomes visitors to its campus as long as the visitors’ purposes are consistent with the educational mission and climate of Argosy University and their presence does not compromise their own safety and the safety of others. Children are not permitted in the classrooms or labs at any time.

Campus Security Report and Crime Statistics

INTRODUCTION

The Argosy University/Orange County campus is providing the following information to all of its employees and students as part of the Argosy University/Orange County 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 President, Dr. Jeb Egbert, 3501 W. Sunflower Avenue, Suite 110, Santa Ana, CA 92704, 800.716.9598.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Argosy University/Orange County 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 via email. 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 Rochelle Asanti, Director of Student Services. Reports are kept in a secure location in the office of the Director of Student Services. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University Orange County 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 the college facilities to Rochelle Asanti, Director of Student Services, either in person or by calling 714.338.6206. If the director of Student Services is not available, you may contact Campus Security by calling 714.580.6097; or Margaret Carroll, Director of Facilities by calling 714.830.0251 and the Santa Ana Police Department by dialing 911 or 714.245.8665.

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 Santa Ana Police by dialing 911 and then notify 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 Rochelle Asanti, Director of Student Services. 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 Rochelle Asanti, Director of Student Services.

SECURITY AND ACCESS TO ARGOSY UNIVERSITY

It is the policy of Argosy University that access to all campus facilities is limited to authorized personnel, students and invited visitors. Visitors at all times are subject to Argosy University policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Student, staff and faculty are required to have their valid identification card in their possession at all times while on campus and must be prepared to present it upon request. Access to the building is restricted to normal business and class hours and to students, employees, and those conducting business with Argosy University/Orange County; doors are locked during other hours.

Access to Academic Buildings

After hours, the building is protected with locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building, and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the main campus at 3501 West Sunflower Avenue are instructed in security, security problems, specific school rules and regulations and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to Margaret Carroll, Director of Facilities, who can be reached at 714.830.0251.

Unarmed security personnel at the school building are there at the discretion of the school's administration and are available to assist students, faculty and staff of the Institute. Someone is on duty during all hours the building is occupied. Security personnel are responsible for ensuring that persons entering the building are employees, students, their families or invited guests. They are authorized to request photo identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. Security personnel have the authority to evict unauthorized persons from the campus premises and will notify local law enforcement authorities of all actual or suspected criminal

activities, including trespassing. Security personnel do not have the authority to arrest individuals. Students are required to carry their Argosy University/Orange County identification card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Margaret Carroll or the director of Student Services if any illegal activity occurs.

It is the policy of Argosy University/Orange County to promptly, accurately and completely document all criminal activity with the Costa Mesa Police Department, Santa Ana Police Department and Orange County Sheriff as deemed appropriate. Security staff will assist, as appropriate, with this reporting. Students should contact appropriate personnel immediately in the case of an incident.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Argosy University/Orange County Campus is located in Santa Ana, CA. The Argosy University/Orange County campus maintains a close working relationship with the City of Santa Ana Police department with periodic contact initiated by the Argosy University personnel to ensure that Argosy University 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 the following means: email, posters, and announcements read in class.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All current employees and students receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report on an annual basis. All new Argosy University/Orange County 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 for the safety of others. The orientation program, which takes place six times per year, includes a description of campus security policies and procedures, and procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others. The Argosy University/Orange County 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.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Argosy University partners with The Art Institute of California – Orange County to provide in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials and/or local experts in the field at least twice per year. Topics for these informational programs may include personal safety and self-defense, living in a city, crime prevention, and neighborhood watch programs. Crime prevention presentations may include the topics of sexual assault, domestic violence, workplace violence and hate crimes. All students, staff and faculty are invited to attend these presentations. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event Argosy University, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms and email.

Students and employees are requested to review Argosy University/Orange County's *Academic Catalog* and Student Handbook where sections discussing Crime Awareness and Campus Security and the Student Conduct Policy can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, Argosy University/Orange County Campus does not have any off-campus student organizations.

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/Orange County students and staff 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/Orange County also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional 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

Educational programs promoting the awareness of rape, acquaintance rape and other sex offenses are presented by the Student Services Department twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim and what to do if you are attacked. 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, or other University officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

1. Go to a safe place following the attack.
2. Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
3. Go to a hospital emergency room for medical care.
4. Make sure you are evaluated for the risk of pregnancy and 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.)
5. Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 714.957.2737. The hotline is available 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. After any campus sexual assaults are reported, the victims of such crimes have the right to request that University personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the transfer of classes.

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

Rape Crisis Hotline/Sexual Assault Assistance Program
714.957.2737 (Northwest Orange County)
or 949.831.9110 (South Orange County)
1821 East Dyer Road, Suite 200, Santa Ana, CA 92705

National Sexual Assault Hotline
800.656.4673 or www.rainn.org (24 hour assistance)

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with Argosy University's 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 the University's 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

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. The law requires the California Department of Justice to produce monthly a CD-ROM or other electronic medium containing information on serious and high-risk sex offenders. Access to the CD-ROM is mandated to be available for public viewing at all Sheriff's Departments, at Police Departments in cities with a population of 200,000 or more, and through the California Department of Justice. Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 may be obtained from the Orange County Sheriff's Department web site at:

<http://www.ocsd.org/Investigations/SonarMeganLaw.asp>

Additional information pertaining to registered sex offenders may be accessed at the following local Sheriff and Police Department stations:

Orange County Sheriff's Headquarters

550 North Flower, 2nd Floor

Santa Ana, CA 92702

714.647.7040

Available Monday through Friday, 8:00 a.m. – 4:00 p.m.

Anaheim Police Department

425 South Harbor Blvd.

Anaheim, CA 92805

714.765.1563

Available Tuesday through Thursday, 8:00 a.m. – 4:00 p.m. (*appointment required*)

Costa Mesa Police Department

99 Fair Drive

Costa Mesa, CA 92626

714.754.5079

Available Tuesday through Friday, 8:00 a.m. – 4:00 p.m. (*appointment required*)

Santa Ana Police Department

60 Civic Center Plaza

Santa Ana, CA 92701

714.245.8300

Available Monday through Friday, 9:00 a.m. – 4:00 p.m. (*appointment required*)

A new California law, Assembly Bill 488, sponsored by the Attorney General, now provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900 toll number. The new law was given final passage by the California Legislature on August 24, 2004 and signed by the Governor on September 24, 2004. Information about Megan's Law and registered sex offenders can be accessed via the California Attorney General's web page at: <http://meganslaw.ca.gov>

To view the CD-ROM at your local sheriff or police department it will be necessary to provide valid identification. The CD-ROM will be available for viewing on desktop computers, so it is recommended that you bring along a pen and notepad to take notes. You may also contact the California Department of Justice at 1-900-463-0400. For a flat rate of \$10.00 you can receive information about two registered sex offenders.

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/Orange County 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 Argosy University concerning the occurrence on Argosy University's campus 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 Argosy University's campus, non-campus buildings and property, 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/Orange County

The following statistics show the criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on Argosy University's campus, non-campus buildings and property and public property.

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 Argosy University concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses

	2002			2003			2004		
	On Campus	Non-Campus Buildings and Property ¹	Public Property ²	On Campus	Non-Campus Buildings and Property ¹	Public Property ²	On Campus	Non-Campus Buildings and Property ¹	Public Property ²
Robbery	1	0	0	1	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	1	0	0	2	2	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	1
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	1	0	0	2	0	0	3	2	1

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's 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.).

1 Includes off-site teaching locations (Western State University College of Law, Everest College). For more information about the location at 9 West 11300 Spruce St. Lynwood, CA 90262 please contact the Lynwood Unified School District at 310.886.1474.

2 Public property includes all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Hate Crimes

	2002			2003			2004		
	On Campus	Non-Campus Buildings and Property ¹	Public Property ²	On Campus	Non-Campus Buildings and Property ¹	Public Property ²	On Campus	Non-Campus Buildings and Property ¹	Public Property ²
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
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	2002			2003			2004		
	On Campus	Non-Campus Buildings and Property ¹	Public Property ²	On Campus	Non-Campus Buildings and Property ¹	Public Property ²	On Campus	Non-Campus Buildings and Property ¹	Public Property ²
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

The four incidents that are reported in 2004 did not involve Argosy University students, but did occur in the on-campus area.

1 Includes off-site teaching locations (Western State University College of Law, Everest College). For more information about the location at 9 West 11300 Spruce St. Lynwood, CA 90262 please contact the Lynwood Unified School District at 310.886.1474.

2 Public property includes all thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Campus Directory

Who can assist you? Please call us at 714.388.6200.

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Academic and Holiday Calendar 2005 – 2006

Fall 2005

September 6	Fall Term begins
September 6	Fall Session I begins
October 26	Fall Session I ends
October 27	Fall Session II begins
November 24 – 27	Thanksgiving Holiday <i>no classes</i>
December 17	Fall Session II ends
December 17	Fall Term ends

Spring 2006

January 9	Spring Term begins
January 9	Spring Session I begins
January 14 – 15	Weekend prior to Martin Luther King Jr. Day <i>no classes</i>
January 16	Martin Luther King Jr. Day <i>no classes</i>
February 17	President's Day (observed) <i>no classes</i>
March 1	Spring Session I ends
March 2	Spring Session II begins
April 14	Good Friday <i>no classes</i>
April 15 – 16	Easter Weekend <i>no classes</i>
April 22	Spring Session II ends
April 22	Spring Term ends

Summer 2006

May 8	Summer Term begins
May 8	Summer Session I begins
May 27 – 28	Weekend Prior to Memorial Day <i>no classes</i>
May 29	Memorial Day <i>no classes</i>
June 28	Summer Session I ends
June 29	Summer Session II begins
August 19	Summer Session II ends
August 19	Summer Term ends

