
OUR MISSION

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



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TABLE OF CONTENTS

SECTION ONE INTRODUCTION	3
About This Handbook.....	3
Welcome From the Campus President.....	3
Right to Change Requirements.....	3
Facilities	4
Campus Organization.....	4
Building and Office Hours.....	4
Administration Contact Information	5
Academic Services/Advising.....	5
Academic Resources	6
Websites & Publications	6
Emergency Procedures/Closings.....	7
Photo Identification and Access Card	8
Visitor Policy.....	8
Smoking Policy	8
Animals on Campus.....	8
Personal Property	8
Appropriate Attire.....	8
Posters, Flyers and Banners.....	8
Portable Communication Devices	8
Student Messages.....	8
Argosy University Email.....	8
Lost & Found	8
Marta Passes.....	8
Voter Registration.....	8
Library.....	9
Textbook and Course Materials Purchasing.....	10
Electronic Books.....	10
Computer Labs	10
SECTION FOUR STUDENT SERVICES AND RESOURCES	11
Registrar.....	11
Argosy University Distance Learning Information	13
Information Changes.....	14
Student Affairs	14
Graduation	14
Student Finance	15
SECTION FIVE HEALTH/SAFETY POLICIES AND PROCEDURES	16
Campus Security Report & Crime Statistics.....	16
Drug Free Workplace and Campus.....	16
Sanctions.....	17
Convictions for Drug-Related Offenses	20
Danger Signals Indicating a Drug or Alcohol Problem.....	20
Counseling	21
Atlanta Area Resources.....	21
APPENDIX I FACULTY	22
College of Business.....	22
College of Education	22
College of Psychology and Behavioral Sciences.....	25
College of Undergraduate Studies.....	30
APPENDIX II CAMPUS DIRECTORY	31
Administration	31
It Department	31
Student Services.....	32
Student Finance	32
Admissions.....	32
Library.....	34
College of Business.....	34
College of Education	34
College of Psychology and Behavioral Sciences.....	35
Counselor Education Programs	36
College of Undergraduate Studies.....	36
APPENDIX III ACADEMIC AND HOLIDAY CALENDAR 2010-2011	37

SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your Argosy University, Atlanta Student Handbook is a valuable resource as you progress through your academic program. The handbook makes it easy to find information about resources available and includes policies and procedures that are important for you to read and understand. This handbook can serve as a guide for campus specific information. The Argosy University, Atlanta Student Handbook incorporates by reference the Argosy University 2010-2011 Academic Catalog. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your academic catalog.

WELCOME FROM THE CAMPUS PRESIDENT

Dear Students,

Welcome to Argosy University, Atlanta, and to the returning students we are glad to have you with us as you continue to pursue your degree. To assist you during your tenure at Argosy University, Atlanta, we have published this Student Handbook.

The purpose of the Student Handbook is to describe campus policies and procedures that will help you navigate our programs with clarity and success. As we grow, our administration and faculty continue to look into ways to develop administrative and academic procedures designed to ensure that our students receive the preparation needed for their professional careers. A close working relationship between students, faculty, and staff is critical for the achievement of this goal. Observance of these procedures by faculty, students, and staff will make for a harmonious working partnership and create a supportive atmosphere in which students can focus on their academic responsibilities.

Please use this handbook as a guide to help direct your future experience as a student in our programs and best wishes to you as you pursue your education and career goals.

Sincerely,



Ronald A. Swanson, DEd
Campus President

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Atlanta reserves the right to change the policies contained within this student handbook from time to time. Accordingly, although, notice is not required for a new policy to take effect, Argosy University, Atlanta 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 University administration. Students are responsible for making themselves aware of any changes.

SECTION TWO

CAMPUS AND STUDENT SERVICES INFORMATION

FACILITIES

Location

Argosy University, Atlanta is located at 980 Hammond Drive, Suites 100, 200 300 and 400 of Building Two in Atlanta, Georgia. The school offers easy access to libraries, shops, restaurants, theaters, art museums and tourist attractions. In addition, Georgia's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Offices

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

Classrooms

There are currently 43 classrooms and three computer labs that provide for class sizes from eight to 30 students at the Atlanta location.

Library

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

Student Lounge

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

CAMPUS ORGANIZATION

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

BUILDING AND OFFICE HOURS

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

Student Services: 8:30 am – 6:30 pm Monday through Friday and 8:30 am – 2:30 pm Saturday.

Admissions: 8:00 am – 8:00 pm. Monday through Friday and 9:00 am – 1:00 pm Saturday.

Library: 8:00 am – 9:00 pm Monday through Friday and 8:00 am – 8:00 pm Saturday and Sunday

Computer Lab: 6:00 am to 12:00 am daily. Student Access Card required for entry after hours into the building and entrance into the computer labs.

ADMINISTRATION CONTACT INFORMATION

Fax: 770.407.1110

Name and Campus Extension

Campus President

Ronald A. Swanson, 770.407.1001

Vice President of Academic Affairs

Murray Bradfield, 770.407.1052

Executive Assistant to the Campus President

Charlene S. Krueger, 770.407.1001

Administrative Assistant to the Vice President of Academic Affairs

Joy Cooper, 770.407.1156

Director of Human Resources

Faith R. Glaspie-Ellis, 770.407.1085

Human Services Coordinator

Bonnie Goins, 770.407.1002

Director of Administrative & Financial Services

Dan Fraizer, 770.407.1046

Administrative & Financial Services Coordinator

Christina Lewis, 770.407.1064

IT Support Analyst

Elizabeth Love, 770.407.1118

Maintenance Technician

Reginald Gray, 770.407.1076

Director of Technology

Jack Wise, 770.407.1111

IT Technician 1

Steve Burrell, 770.407.1114

ACADEMIC SERVICES/ADVISING

Student Advisement

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

Cultural Diversity Student Support

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

International Student Advisement

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

Student Services Advisement

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

Student Evaluation

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

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

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

ACADEMIC RESOURCES

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

WEBSITES & PUBLICATIONS

Argosy University Student Portal

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

- Go to www.argosy.edu.
- Click on **Student Link**.
- Click on **Enter Secure Area**. Log on to Argosy University Student Portal using your username and your password. For first time users, please click on the link for New Students to create your account. You will be prompted through a series of screens to setup your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
- To view your academic record, register for classes, pay your tuition, and check your financial aid status click on the link for **My Self Service**.
- While in the My Self Service area, make sure to click on the link **My Profile**, then **My Information**. Under the link for My Information you will be able to view your Argosy University Email address.

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

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

- From the Main Page, click on **Student Email, Click here to sign on.**
- A new webpage will open directly connecting you to your email inbox.
- Note: If your mailbox is full you will not be able to receive email.
- To forward your Argosy University email to another email account, click on **Email Forwarding Manager** on the left hand side of the inbox.

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

EMERGENCY PROCEDURES/CLOSINGS

Fires

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

Emergency Evacuation

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

Police

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

Building Security

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

Atlanta: 770.261.4016

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

Theft

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

Atlanta: 770.261.4016

Accidents and Illness

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

Anyone who is injured or becomes ill at the school should be directed or taken to an emergency room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called.

Incident Reports

A complete report of every incident, no matter how minor, should be made to Student Services (770.671.1200) within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of person(s) involved/injured, description of the injuries, property damage (if any) to the person(s) and/or school, and names and addresses of witnesses. Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

School Closings

In the event of threatening weather, the campus may be closed by the campus president or designee. Notification via television reports is made on TV channel, 11 Alive, WXIA Atlanta. Students and employees can also call the school's main phone at 770.671.1200. Choose option 7 for special announcements and weather related closings.

PHOTO IDENTIFICATION AND ACCESS CARD

All faculty and students are required to have a Building Access Control Card to enter and leave the premises after 6:00 pm and on weekends. The main doors to the offices at Argosy University, Atlanta are only open between 8:30 am and 6:30 pm Monday through Friday, and Saturday 8:30 am to 2:30 pm. To obtain an access card, contact Student Services, complete the Access Control Card Request Form, and take your photo. Access cards are a controlled item and should never be loaned or given to anyone. If lost, notify student services immediately. We de-activate Access Control Cards when your student status changes to withdrawal, dismissal and graduate in some cases. Replacements are available for a fee \$10.00.

VISITOR POLICY

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

SMOKING POLICY

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

ANIMALS ON CAMPUS

Animals are not allowed on campus unless they are designated as service animals. Contact student services for permission to bring service animals on campus, 770-407-1010.

PERSONAL PROPERTY

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

APPROPRIATE ATTIRE

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

POSTERS, FLYERS AND BANNERS

All posters, flyers, and banners must be approved by the Campus President's Executive Assistant located in Suite 100.

PORTABLE COMMUNICATION DEVICES

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

STUDENT MESSAGES

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

ARGOSY UNIVERSITY EMAIL

Your Argosy University email address will be your primary/preferred address by which the University will communicate with you. You will have the ability to forward mail to any personal account.

LOST & FOUND

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

MARTA PASSES

As an Argosy University, Atlanta student, you are eligible to purchase a discounted Marta Card. Please contact Monica Conover at mconover@argosy.edu or 770.407.1088.

VOTER REGISTRATION

For information on voting in Georgia, visit the Secretary of State's Office at <http://sos.georgia.gov/>

SECTION THREE

LIBRARY, COMPUTER LAB, AND TEXTBOOKS

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

The library's website provides access to a variety of online full-text subject databases. Electronic full-text books are available via netLibrary and eBrary. Over 30,000 full-text journal titles are available through these popular resources:

EBSCOHOST

- Academic Search Premier
- Business Source Premier
- Education Research Complete
- ERIC

MEDLINE

- Mental Measurements Yearbook
- Professional Development Collection
- PsycArticles
- PsycInfo
- Psychology and Behavioral Sciences Collection
- Regional Business News
- SocIndex
- Sociological Collection
- SPORTSDiscus (for Sports Medicine)

LIBRARY INFORMATION RESOURCES NETWORK (LIRN)

- Business and Company Resource Center
- Expanded Academic ASAP
- General Business File ASAP
- InfoTrac Criminal Justice Collection
- ProQuest Research Library – ABI/Inform, ProQuest Psychology Journals, ProQuest Research Library (for business, education, psychology, and general education), and others

EBSCO's A-Z Full-Text Journal Locator

Digital Dissertations

RefWorks

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

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

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

Library Hours

Monday-Friday 8 am to 9 pm

Saturday-Sunday 8 am to 8 pm

TEXTBOOK AND COURSE MATERIALS PURCHASING

TEXTBOOKS

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

ELECTRONIC BOOKS

Some programs will utilize an electronic book(s). Once registered for a course, a student will gain access to their electronic book three days prior to the course start and through the online platform. Students will have the option to print the e-book one time. Students will also have the option to purchase a hard copy of the textbook through a third party at their own expense.

COMPUTER LAB

The university has computer labs located in suites 100, 200 and 400. The computers in the lab are equipped with Microsoft Office, SPSS and other vital programs that are available for students to use. The computer labs are available 6am to 12am, 7 days a week. In order to gain access you will need your access control card. If you do not have or have lost your ID please visit the department of student services during normal business hours.”

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

Transcripts

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

Registration and Enrollment

Student Web Registration

Student web registration or "online" registration allows students to register for classes from any computer with an internet connection from any location. Once the registration period opens you may register for courses for the upcoming term utilizing the Student Portal. If you have any questions regarding what courses to register for see your Academic Advisor or Program Chair for assistance. **It is the student's responsibility to make sure they are registering for the appropriate courses each term. Do not hesitate to ask for assistance if you are unsure of what you should register for.**

The following steps will guide you through the online registration process.

Step 1: After you log into the portal (www.argosy.edu/mycampus), select the **Academics** menu on the left and then the **Online Registration** link.

Step 2: All available open terms for registration will display (Select the term you are registering for by clicking on the drop down menu).

Step 3: This will let the student know the **Registration Status** for that term. If the status is **Open**, the student can select the link on the page for **Begin Online Registration**.

Step 4: The next screen will begin the three steps for registration: **Select, Adjust, and Register**. The search tool will provide a list of classes offered for the term that are needed based your program.

Step 5: Once the registration page is open you may select the courses you wish to register for by **Required** or **Elective** status under the **Display** option located on the far left of the screen. Under **Level** select the default of **ALL** option from the drop down choices to populate the course listing. A course listing will appear. Then click on the red flag next to the course code and name you want to register for and it will open the course dialog box so you may see more detailed course information like time, day, delivery method and seat availability. This will help you view the course sections available and choose the dates and times that fit your schedule. If you select a course that you have not fulfilled a Prerequisite for you will see the **PreReq** field under **Add** and not be able to choose that course. See your program coordinator for further instructions.

Step 6: Select the **Add** ("+" icon) to add the course to your **selected courses** list. Repeat this process until you have the courses you wish to register for. The courses you choose will display under the course listing as selected and pending registration. If you wish to unselect a course click on the **Minus** ("-") icon) beside the course you want unselect under the **Selected Courses > Action**.

Step 7: Once you have selected or unselected your courses, you would then select the **Proceed to Final Step** button on the lower right hand side. You will see a preview of your schedule. Your courses will show as “**Selected**” status.

Step 8: Confirm those are the courses you wish to register for and Select **Register/Drop Courses Above** button.

NOTE: If you do not select the Register courses button you will not be registered for the selected courses. Your course Status will move to **Registered**. You may print your schedule from this screen.

Note: Policy information on course drops is also contained here. Look below Course Schedule. You will see:

- **Attendance and Withdrawal Policy**
- **Important Dates**

IMPORTANT:

Step 9: Ensure your online registration actually occurred, go to **My Class Schedule** under the **Campus Info** area of the student portal. You should see the schedule you registered for displayed there.

Congratulations you have finalized your Web Registration!

Priority of Registration

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

Submit Changes

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

Late Registration

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

Course Availability/Cancellation

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

ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION

<p>Online Learning Platform</p>	<p>Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.</p>
<p>Accessing eCollege through the Argosy University Student Portal</p>	<ol style="list-style-type: none"> 1. Go to the Argosy Student Portal at http://mycampus.argosy.edu and enter your Student Portal login and password; click the Login button. 2. On the portal homepage, look for the <i>My Classes</i> section on the right side of the screen. <p>Click the course title link to access your online classroom directly</p> <p>or</p> <p>Click the red “Go to my classes” button locate your courses in the eCollege Course List. Click the blue title link to enter the course.</p> <p>You will have access to your courses 3-days before the first day of a session.</p>
<p>eCollege Technical Requirements</p>	<ol style="list-style-type: none"> 1. Go to http://myclassonline.com; click “NO” on the pop up window 2. Click “Technical Requirements”; click “NO” on the pop up window
<p>eCollege Student Orientation Course</p>	<p>It is highly recommended that you complete an eCollege tutorial before starting courses. To access the tutorial, click on the red “Go to my classes” button in the student portal 2 weeks before the session starts. This orientation course will remain in your account until you complete your program.</p>
<p>Participation</p>	<p>You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.</p>
<p>Textbooks</p>	<p>If your course is using an eBook, the link to your book will be available in your eCollege course.</p> <p>If your course is using a printed textbook, your book will be available at the MBS Direct online bookstore: http://direct.mbsbooks.com/argosy.htm</p>
<p>Online Classroom Support</p>	<ul style="list-style-type: none"> o Contact the Student Technical Help Desk for support using the Student Portal, online eCollege classroom, Argosy Digital Bookshelf and eBooks, or student email at 1.866.4.ARGOSY (1.866.427.4679) o Contact your instructor for questions about course requirements. o Contact your campus if you believe you are enrolled in the wrong class or section.

Course Transfers/Waivers

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

INFORMATION CHANGES

If you would like to change your name, address, telephone number or any other type of demographic information, you can find the necessary form(s) on the [gssp.edu](http://www.gssp.edu) website or <http://www.auastudentservices.blogspot.com/> and fax it to student services at 770.407.1110, with its attention to the registrar's office. For any more information about changing student data please contact the registrar's department at 770.671.1200.

STUDENT AFFAIRS

Disability Services

Argosy University, Atlanta provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Atlanta.

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

Students who believe they are in need of accommodations should contact Jim Kivikoski, Assistant Director of Student Services at 770.407.1010 or jkivikoski@argosy.edu. If you have a concern or complaint in this regard, please contact the Director of Student Services, Kim Ousley, in Room 130, telephone number 770.407.1037. Complaints will be handled in accordance with the University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment published in the Academic Catalog (see Section Two, Institutional Policies).

International Student Information

International students should contact the Designated Student Official (DSO) and Assistant Director of Student Services, Jim Kivikoski, 770.407.1010 for administrative advisement and assistance.

Health/Liability Insurance

Argosy University, Atlanta strongly encourages all students to maintain adequate health insurance while in school. Students can enroll on-line at http://www.collegiateinsuranceresources.com/select_school_sh.asp to obtain student medical insurance sponsored by Collegiate Insurance Resources.

Student Evaluations/Surveys

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

GRADUATION

Petition for Degree Completion

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

Commencement Ceremony

Argosy University, Atlanta generally holds its commencement ceremony each year in the fall semester. Students who wish to participate in this event must have completed the Petition to Graduate Form, paid the appropriate fee, and have completed ALL program requirements by the date of the ceremony. Please Note: The appropriate deadline dates for application can be found on the Petition for Degree Completion form which is located at <http://www.gssp.edu> and click on the link in the Student Services Department or visit the AUA BlogSpot at <http://www.auastudentservices.blogspot.com/> under the student services forms tab.

Student Government

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

Student Organizations/Student Activities

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

Professional Organizations

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

Career Services

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

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

STUDENT FINANCE

<http://www.auastudentservices.blogspot.com/Scholarships> (Argosy University Merit Award)

Argosy University, Atlanta is pleased to offer scholarship opportunities in recognition of outstanding student achievement. Scholarship awards are available in two categories: scholarship awards for new students, and scholarship awards for currently enrolled students. For additional information please refer to the academic catalog. Applications are available in the Student Services Office or at <http://www.argosy.edu/pdf/5356ScholBro.pdf>. Fax to 770.407.1110.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Atlanta provides the Campus Security Report to all of its employees and students as part of the Argosy University, Atlanta commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the Campus President, Dr. Ronald A Swanson at 770.470.1001 or raswanson@argosy.edu.

The Argosy University, Atlanta Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request.

DRUG FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the Argosy University, Atlanta campus or in facilities controlled by the Argosy University, Atlanta are prohibited by college regulations and are incompatible with the Argosy University, Atlanta goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects Of Drugs And Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of the Argosy University, Atlanta and the requirements of state and federal law, the Argosy University, Atlanta has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

Health Risks Associated With the Use Of Alcohol

Short Term Risks

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

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis

- Birth defects
- In males-testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated With the Use Of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

Argosy University, Atlanta Sanctions

Argosy University, Atlanta, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University, Atlanta will apply sanctions that could lead to a student being disciplined, suspended or dismissed or an employee being disciplined, suspended or dismissed for violation of the Argosy University, Atlanta standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

State and Federal Sanctions

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

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

DANGEROUS DRUG: Schedule V
(includes marijuana)

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

Mandatory sentences increase in proportion to quantity.

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

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

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

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

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

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Georgia law. The sentence for the first conviction is 30 days imprisonment, a \$300 fine, or both. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Georgia law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

CONVICTIONS FOR DRUG-RELATED OFFENSES

Any student convicted of any drug-related criminal statute must notify the Director of Student Services, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and The Hope Scholarship. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the Argosy University, Atlanta need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures

- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

COUNSELING

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

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

ATLANTA AREA RESOURCES

There are also organizations that may be contacted for help.

Individual County Board of Health, Mental Health Services

DeKalb	404.892.4646	Fulton	800.715.4225
Newton	770.787.3977	Gwinnett	770.963.8141
Rockdale	770.483.6840	Clayton	866.821.0465
Cobb	770.422.0202		

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

Georgia Drug Abuse Helpline 800.388.6745

APPENDIX I

FACULTY

Argosy University, Atlanta boasts a highly experienced core faculty with extensive backgrounds in a wide range of orientations. Most of our core faculty are experienced practitioners, trainers, and teachers. A significant number have pursued advanced training in their disciplines or have conducted extensive and applied research in a broad range of subject matter. Below is a list of our core faculty with a brief description of their individual academic accomplishments, and their positions held at Argosy University, Atlanta.

COLLEGE OF BUSINESS

Robert A. Berg, PhD

University of Auckland, New Zealand

Professor

Specialty Areas: Global Marketing

Professional Position Held: Manager of Product Qualification Laboratories for Lucent Technologies

Harish Chandan, PhD

Pennsylvania State University

Associate Professor

Specialty Areas: Business Research Methods

Professional Positions Held: Manager of Product Qualification Laboratories for Lucent Technologies

Victor G. Williams, PhD

Nova Southeastern University

Business Program Chair and Associate Professor, College of Business

Specialty Areas: Information Systems, Accounting, Management, Management Business, Leadership, Health Information Systems

Professional Positions Held: University Professor, Member of Minority Education Board, IEEE, Toastmasters of America, Manager at Lucent Technologies, Consultant for IBM and AT&T, Program Director Carroll Technological Inc., United States Army (Retired)

COLLEGE OF EDUCATION

Marion Anders, EdD

Clark Atlanta University

Program Chair, Associate Professor

Specialty Areas: Educational Leadership, Curriculum & Instruction and Middle School Organization & Curriculum, School Improvement, Leadership Coaching

Professional Positions Held: Teacher, Counselor, Principal, Assistant Principal, Science Coordinator, Director of Middle Schools, & Executive Director/Assistant Superintendent for Middle Schools (Administration/Instruction).

Deloris Banks, EdD

Clark Atlanta University

Associate Professor

Specialty Areas: Educational Leadership and Administration, Curriculum and Instruction, Administrative and Instructional Operations of Elementary Schools, Educational Rules and Laws.

Professional Positions Held: Teacher, Instructional Lead Teacher, Assistant Principal, Principal, Magnet Schools Coordinator, Executive Director/Area Assistant Superintendent of Schools, Education Administration Specialist, Policy Analyst

Qiana Cutts, EdD

Georgia State University

Assistant Professor

Specialty Areas: Qualitative Research Methods; Program Evaluation; Academic Writing; APA Formatting and Style; Foundations of Education; Race, Gender, Class and Education; Multicultural Education and Diversity

Professional Positions Held: K-12 Teacher, Team Leader, Design Team Facilitator, Graduate Research Assistant, Program Evaluator, Research Associate, Adjunct Instructor, Consultant

Addie Davis, EdD

Clark Atlanta University

Associate Professor

Specialty Areas: School Improvement Planning, School Leadership, Managing Change, Leadership Facilitation/Coaching, NCLB & Annual Yearly Progress Guidelines Interpretation, Reading, Team Building, Academic Data Analysis, Monitoring Student Achievement, Observing & Coaching Classroom Instruction, & Dealing with Resistance.

Professional Positions Held: Reading Specialist/Consultant, Principal, Project Director for School Improvement, Director of State & Federal Programs, Executive Director for Elementary Instruction, Executive Director for School Improvement & Special Programs, Leadership Facilitator

Jeanette DUBYAK, EdD

University of Georgia

Associate Program Chair

Associate Professor

Specialty Areas: School Improvement, Educational Leadership, At-risk Students, Risk-taking in education, Curriculum & Instruction, Supervision, Instructional Leadership, and Literacy Development.

Professional Positions Held: Teacher, Assistant Principal, Principal, Curriculum Director, Vocational Director, and Interim Executive Director of Head Start.

Waltrina E. DUFOR, PhD

Indiana State University

Assistant Professor

Specialty Areas: Higher Education Leadership & Governance, Intersectionality of Race, Gender, Class & Politics, Identity Development, Access & Equity, Student Affairs, Institutional Research & Planning, and Historically Black Colleges & Universities.

Professional Positions Held: Associate Dean of Students & Director of Campus Programs, Director of Student Development, Charter School Curriculum Director, Director of Multicultural and International Affairs, Workforce Development Coordinator, Admissions & International Counselor, Community Relations Coordinator, Adjunct Faculty, and Consultant.

John H. EAVES, PhD

University of South Carolina

Assistant Professor

Specialty Areas: Higher Education Administration, Student Personnel Services, Historically Black College & Universities, Single-gender education

Professional Positions Held: Assistant Dean of Student & Enrollment Services, Director of Evening Degree Programs, Regional Director of the Peace Corps, Senior Program Officer

Jacquelyn GEORGE, PhD

Georgia State University

Associate Professor

Specialty Areas: Curriculum & Instruction, Supervision, Instructional Leadership, Administrative and Leadership Coaching, Reading and Literacy, Team Building, Data Analysis for Student Achievement and School Improvement

Professional Positions Held: Teacher, Reading Specialist, Assistant Principal, Middle School Principal, College Professor, Consultant, Professional Developer, Leadership Coach.

Victoria LANDU, PhD

University of Ilorin, Nigeria

Assistant Professor

Specialty Area: Research Methods, Measurement and Evaluation, Action Research, Statistics and Use of SPSS for Analysis

Professional Positions Held: Member Science Curriculum development, Member Planning Committee Annual Conference of the Southern Georgia Evaluation Association (SGEA), Atlanta Branch.

Harold McGinnis, PhD

Florida State University

Associate Professor

Specialty Areas: Higher Education, Comprehensive and Strategic Planning, Campus Master Planning and Facilities, Program Evaluation, Research Methods and Quantitative Analysis, Survey Research, Math and Science Education

Professional Positions Held: Associate Professor, Assistant Professor, Instructor, Institute Director, Planning Director, Vice President-Planning Consultant, Aide to Governor, Instructor, Coach

Michael Tappler, PhD

Cappella University

Associate Program Chair

Assistant Professor

Specialty Area: Educational Leadership, Research, Technology & Instruction

Professional Position Held: Principal, Assistant Principal, Consultant, United Nations Staff Systems College, President, Chief Operating Officer, (Pending) Membership in Society of Actuaries.

Robert Waller, EdD

Georgia Southern University

Associate Professor

Specialty Areas: School Law, School Finance, Personnel, School Business Administration, Curriculum Design, Superintendents & Principalship.

Professional Positions Held: Principal, Superintendent, Assistant Superintendent, Teacher, & Coach.

Adair White-Johnson, PhD

State University of New York at Buffalo

Associate Professor

Specialty Areas: Foundations of Education, Research in Education, Qualitative Research Child & Adolescent Development.

Professional Positions Held: School Counselor & Adjunct Professor

Part-Time Faculty

Kimberly S. Anderson, PhD

University of Texas at Austin

Assistant Professor

Specialty Areas: qualitative research, program evaluation, language policy, bilingual education/ESOL, English Language Learners, immigration, diversity and race.

Professional Positions Held: Senior Policy Research Analyst with the SERVE Center at the University of North Carolina Greensboro; and prior to that research and program evaluation director, school improvement consultant, researcher, peer-reviewed journal editorial board, elementary bilingual teacher

Curtis Grier, EdD

Clark Atlanta University

Associate Professor

Specialty Area: Quantitative and Qualitative Methods, Action Research, Program Evaluations, Survey Design

Professional Positions Held: Research Specialist, Staffing Administrator, Internal Affairs Investigator

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

American School of Professional Psychology at Argosy University, Atlanta

Master of Arts (MA) in Clinical Psychology and Doctor of Psychology (PsyD) in Clinical Psychology Programs

Ephi J. Betan, PhD

University of Kansas

Associate Professor

Major interests include: Professional ethics, training and supervision, psychodynamic psychotherapy and psychoanalysis, postmodern and social construction theory, and cultural diversity.

Professional Positions Held: Diagnostic Psychologist, Staff Psychologist, Bert Nash Mental Health Center (1998-2001); Contract Psychologist, The Menninger Clinic (1998-2001), Practice (2001-present).

Jeffrey L. Binder, PhD, ABPP

University of Michigan

Professor, Diplomat in Clinical Psychology, American Board of Professional Psychology (since 1983)

Major interests include: Dynamic and time-limited psychotherapy, psychotherapy training, and research.

Professional Positions Held: Private Practice (1991-present); Dean of The Georgia School of Professional Psychology at Argosy University/Atlanta (2001-2006); Program Chair of The Georgia School of Professional Psychology at Argosy University/Atlanta (1997-2006); Director of Psychology Services, Cumberland Hall Psychiatric Hospital (1989-1991); Asst. Clinical Professor of Psychiatry, Vanderbilt Univ. (1984 -1991).

Tim Brown, PhD

Virginia Commonwealth University

Clinical Psychology Program Chair, Associate Professor

Major interests include: Conceptualization of mental disorders, developmental psychopathology, models of parent behavior, cognitive-behavioral therapy and relational psychoanalytic therapy, community mental health, and curriculum development in practitioner training programs.

Professional Positions Held: Associate Professor, Professional Counseling Program, Argosy University/Atlanta (2004-2006); Team Supervisor/Care Manager, Magellan Behavioral Health (1999-2004); CMHC Site Clinical Director, McIntosh Trail CSB (1998-1999)

Nick A. DeFilippis, PhD, ABPP, ABPN

University of Iowa

Professor

Major interests include: Neuropsychology, child clinical psychology, and professional standards.

Professional Positions Held: Private Practice (1978-present); Professor, Georgia School of Professional Psychology, (1990-present), Medical Expert, Social Security Administration Office of Hearings and Appeals (1990-present); Neuropsychology Consultant, Inner Harbour Hospital (1984-present).

Virginia L. Goetsch, PhD

University of Georgia

Professor

Major interests include: Health psychology, anxiety disorders, and cognitive behavior therapy.

Professional Positions Held: Private Practice (1999-present), Psychology Internship Director, Department of Behavioral Medicine & Psychiatry and Consultant, Betty Puskar Breast Care Center, West Virginia University Health Sciences Center (1997-1999); Anxiety Disorders Program Coordinator, Department of Behavioral Medicine & Psychiatry, West Virginia University Health Sciences Center (1995-1999); Associate Professor

Fiona Hill, PsyD

Georgia School of Professional Psychology at Argosy University, Atlanta

Associate Professor

Major interests include: Neuropsychological assessment, psychoeducational assessment, personality assessment, traumatic brain injury, and group psychotherapy.

Professional Positions Held: Private Practice (2000-present); Clinical Associate Faculty, Georgia School of Professional Psychology at Argosy University, Atlanta (2000-present); Postdoctoral Fellow, Atlanta Psychiatry and Neurology (1999-2000)

Steven A. Hobbs, PhD

University of Georgia

Professor

Major interests include: Pediatric psychology, early intervention, behavioral assessment, and cognitive behavior therapy.

Professional Positions Held: Private Practice (1993-present); Clinical/Pediatric Psychologist, Children's Healthcare of Atlanta and Egleston Children's Hospital at Emory University (1988-present); Associate Professor, Emory University School of Medicine (1988-1993); Director of Pediatric Psychology, Tulsa Children's Medical Center and Clinical Associate Professor, University of Oklahoma Tulsa Medical College (1986-1988)

Rebecca A. Jones, PhD

Georgia State University

Professor

Major interests include: Integrative psychotherapy, treatment of trauma survivors, adult children of divorced and blended families, teaching and training in clinical psychology.

Professional Positions Held: Private Practice (1993-present); Postdoctoral Fellow, Emory University Counseling Center (1993-1994); Director of Practicum Training, Georgia School of Professional Psychology (1994-1999).

Alisa Manulkin, PhD,

Nova Southeastern University

Director of Clinical Training, Associate Professor

Major interests include: Pediatric psychology, childhood behavior disorders, childhood abuse and neglect, treatment of preschool and early school age children, parent training, behavior management, supervision and clinical training in psychology.

Professional Positions Held: Assistant Professor, Psychology Internship Training Director and Co-Director of the Behavioral Pediatrics Clinic at the University of Miami Miller School of Medicine, Mailman Center for Child Development (2005-2007)

Hamid Mirsalimi, PhD, ABPP

Georgia State University

Associate Professor

Major interests include: Examination of assumptions in psychotherapy, the role of meaning in adjustment, humanistic/existential and psychodynamic psychotherapies, the just-world hypothesis, personality disorders, and depressive spectrum disorders

Professional Positions Held: Board Certified in Clinical Psychology, American Board of Professional Psychology (2005-present); Private Practice (2000-present); Visiting Lecturer in Psychology, Georgia State University (2000-2001)

Lori R. Muskat, PhD

University of Pennsylvania

Associate Professor

Major interests include: Differential diagnosis of learning and psychiatric conditions, neuropsychological assessment, learning disabilities, ADD/ADHD, teacher training, assessment training, school consultation, medical psychology, international special education, diversity
Professional Positions Held: Private Practice (1990-present); Staff Psychologist, Regents' Center for Learning Disorders, University of Georgia (2001-2003); School/Organizational Consultant (1997-present); Associate Director, Eagle Hill Diagnostic Clinic, Greenwich, CT (1987-2000).

Arthur J. Schlosberg, PhD

*University of Iowa
Associate Professor*

Major interests include: Clinical neuropsychology, clinical psychopharmacology, traumatic brain injury and rehabilitation.

Professional Positions Held: Private Practice (1986-present); Consultant, Georgia Baptist Medical Center, Acute Rehabilitation Unit (1987-1992); Assistant Professor, Neurosurgery Section/Department Surgery, Medical College of Georgia (1985-1986); Clinical Neuropsychology Postdoctoral Fellow, Neurosurgery Section/Department Surgery, Medical College of Georgia (1984-1985)

Jennifer L. Stapel-Wax, PsyD

*Georgia School of Professional Psychology at Argosy University, Atlanta
Associate Professor*

Major interests include: Developmental disabilities, pediatric psychology, infants, toddlers and preschoolers, cross battery assessment/diagnosis, neuropsychological assessment, behavior therapy, special education, diversity, and models of graduate training in assessment.

Professional Positions Held: Assistant Professor, Clinical Psychology, Georgia School of Professional Psychology at Argosy University, Atlanta (2003-present); Pediatric Psychologist, Fetal Alcohol Syndrome Team-Marcus Institute, at Emory University (2004-present)

Elaine Thomas, PsyD

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

Major interests include: Cognitive behavioral therapy, child sexual abuse treatment, trauma treatment, psychosocial effects of chronic illness in children and culturally sensitive assessment and intervention.

Professional Positions Held: Private practice Marietta, GA 2006-present, Clinical Director, The Shyness Clinic, Palo Alto California (2002-2004); Private Practice, San Jose, California (2003-2004); Staff Psychologist, EMQ Children and Family Services (2000-2003)

Kaprice R. Thomas-Brown, PhD, JD

*Pacific Graduate School of Psychology and Golden Gate University School of Law
Assistant Professor*

Major interests include: Psychology and the Law, trauma, and personality assessment.

Professional Positions Held: Post-doctoral Resident, Posttraumatic Stress Disorder Clinical Team, Atlanta Veteran's Affairs Medical Center (2003-2004); Instructor, Forensic Psychology, Clayton State College & University (2003); Forensic training: California Forensic Assessment, Project (2000-2002).

Donna Zaorski, PsyD

*Georgia School of Professional Psychology at Argosy University, Atlanta
Assistant Professor*

Major interests include: Relational models of psychotherapy, existential approaches to trauma, and clinical supervision and training.

Professional Positions Held: Private practice (2004-present); Staff Psychologist, Georgia Institute of Technology Counseling Center (2001-2004); Clinical Psychology Associate Faculty, Georgia School of Professional Psychology at Argosy University/Atlanta (2002-2004);

Research Project Clinical Coordinator, Emory University School of Medicine (2001-2002); Post doctoral Fellowship in severe and persistent mental illness, Emory University School of Medicine (2000-2001).

Master of Arts (MA) in Forensic Psychology Program

Edward Fernandez, PhD

Georgia State University

Adjunct Program Chair, Assistant Professor

Major interests include: Relational individual and group psychotherapy; substance abuse; forensic psychology; crisis intervention; counselor supervision and training; HIV and AIDS; diversity issues.

Professional Positions Held: Vice-President, Board of Directors, Positive Impact, Staff Psychologist, Drug and Alcohol Program, U.S. Penitentiary

Master of Arts (MA) In Industrial Organizational Psychology Program

Marianne Greenfield, PhD

Capella University

Interim Program Chair, Assistant Professor

Major interests include: Adult Learning, Teaching & Training Online, Organizational Development, Human Resources Development, Leadership, Managing Change

Professional Positions Held: Vice President Human Resources, Employment Branding Director, Information Technology & Strategic Planning Consultant, Internal Consultant, & TQM Director.

Master of Arts (MA) in Sport-Exercise Psychology Program

Alexander Cohen, PhD

Florida State University

Interim Program Chair

Major interests include: Sport psychology/performance enhancement, exercise psychology, health psychology, career counseling and development, service provision for and clinical supervision of sport/performance and clinical issues including depression, anxiety, disordered eating, drug/alcohol abuse, trauma, personality/identity development, psychological assessment, relationships, pain management.

Professional Positions Held: Psychologist in Private Practice, Athens, GA.

Counselor education programs

Doreen S. Marshall, PhD LPC

Georgia State University

Department Chair/Associate Professor

Private Practice: Counseling, Consultation and Training.

Specialty Areas: Suicide prevention, intervention and aftercare, trauma, professional counselor issues, multicultural issues.

L. Shane Blasko, Ph.D., NCC

Georgia State University

Assistant Professor

Specialty Areas: trauma, stress management, identity issues

Email Address: lblasko@argosy.edu

Mary Gay, PhD, LPC

Georgia State University

Assistant Professor

Private Practice: Atlanta North Center for Change (since 1996).

Specialty Areas: Borderline Personality, Post Traumatic Stress Disorders, child/adolescent and couples work, and counselor supervision

Geneva M. Gray, PhD LPC –

Georgia State University

Assistant Professor

Private Practice: Counseling, Children and Adolescent, Family Therapy

Specialty Areas: Substance Abuse, Multicultural Issues, LGBTQIQ issues in counseling

Victoria Junior, Ph.D., LPC

Wayne State University

Associate Professor

Specialty Areas: Research, Theory, Spirituality in Counseling, Professional and Ethical Issues, Supervision, and Multicultural Counseling

Ljubica Malinajdovska-Bass, PhD, LPC,

Kent State University

Assistant Professor

Private Practice: individual and group therapy with severely mentally disabled, mental health agencies.

Specialty Areas: multicultural issues such as international counseling and counseling immigrants

Suneetha B. Manyam, Ph.D., APC

Acharya NG Ranga Agricultural University

Assistant Professor

Private Practice: Counseling.

Specialty Areas: Multicultural issues, development across the life span, marriage counseling, anxiety & stress management, and research & evaluation .

Amy McLeod, PhD, LPC, NCC

Georgia State University

Assistant Professor

Specialty Areas: Counselor Education and Supervision, Multicultural Issues, Crisis Intervention, Assessment

Michelle D. Mitchell, PhD Licensed Psychologist

Kent State University

Assistant Professor

Private Practice: Services: individual, group, couples, family therapy, psychological evaluations

Specialty areas: Populations: children, adolescents, adults, geriatric, medical, rehabilitation, trauma, pain, mood disorders, and childhood disorders

Mary Kate Reese, Ph.D., LPC

Georgia State University

Professor

Private practice: Atlanta North Center for Change

Specialty Areas: individual, couples, and group therapy; Anxiety Disorders, Mood Disorders, sexual issues, grief/loss, spiritual issues, addiction recovery, counselor supervision and training.

Lesley D. Riley, PhD, LPC, NCC

University of South Carolina

Assistant Professor/Co-Director of Training

Specialty Areas: individual, couples, wellness, career development, and counselor supervision and training.

G. Gail Rouse, PhD, LPC

Clark Atlanta University

Associate Professor/Co-Director of Training

Private Practice: Individual therapy, Couples therapy, Consultation and training.

Specialty Areas: Individual and couples; anxiety disorder, mood disorders, organizational development, program assessment and evaluation; consultation in higher education and program accreditation; continuing education and training in behavioral mental health and professional ethics; counselor supervision and training.

Allison L. Spargo, PhD LPC

Georgia State University

Assistant Professor

Private Practice: Family counseling with adult substance abuse

Specialty Areas: Family issues, substance abuse in family systems, elder care, multicultural issues, and counselor development

Chinwé Uwah Williams, Ph.D., LPC, NCC

Georgia State University

Assistant Professor

Specialty Areas: Adolescent Development; Group Work; Counselor Education and Supervision, Multicultural Issues in Counseling & Education.

COLLEGE OF UNDERGRADUATE STUDIES

Elizabeth Rider, PsyD

Georgia School of Professional Psychology

Director of Undergraduate Studies and Continuing Education

Major interests include: Psychotherapy for women's issues, anxiety, depression, grief, relationship issues, and attachment issues.

Professional Positions Held: Private Practice (2001- present); Director of Adult Therapy Unit and Assessment Unit, Clayton County Community Service Board (1997-2001); Director of Partial Hospital Program, Brawner South Hospital (1997-1998); Postdoctoral Fellow, Brawner South Hospital (1996-1997); Psychology Resident, Charity Hospital, LSU School of Medicine (1995-1996).

Michelle Ramsey, MSED

Georgia State University

Instructor

Major interests include: Social justices issues in education, culturally relevant pedagogy, applied behavior analysis, special education

Professional Positions Held: Behavior Analyst (2008-present), Doctoral GTA/GRA (Federal Grant Position) Georgia State University (2004-2008)

APPENDIX II

CAMPUS DIRECTORY

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American School of Professional Psychology at Argosy University, Atlanta

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Suneetha Manyam	Assistant Professor	770.407.1063	smanyam@argosy.edu
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Allison Spargo	Assistant Professor	770.407.1055	aspargo@argosy.edu
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Melissa Thomas	Program Coordinator	770.407.1056	methomas@argosy.edu
Chris Bardill	Program Coordinator	770.407.1063	kbardill@argosy.edu

COLLEGE OF UNDERGRADUATE STUDIES

Fax Number 770.407.1136

Undergraduate	Title	Phone	Email Address
Liz Rider	Program Chair	770.407.1015	lrider@argosy.edu
Kyeanna Bailey	Program Coordinator	770.407.1146	kbailey@argosy.edu
Michelle Ramsey	Faculty	770.407.1176	mramsey@argosy.edu

APPENDIX III

ACADEMIC AND HOLIDAY CALENDAR 2010-2011

Fall 2010 Semester September 7, 2010 – December 18, 2010

Session I September 7, 2010-October 27, 2010

Session II October 28, 2010-December 18, 2010

September 2010

- September 6, 2010 Labor Day (Campus Closed)
- September 7, 2010 Fall 2010 Semester Begins; Fall 2010 Semester Session I Begins
- September 14, 2010 Course Drop Deadline for Fall 2010 Semester Session I—7 ½ week courses
EOB as posted by Student Services/Registrar office hours
- September 17, 2010 Course Drop Deadline for Fall 2010 Semester Session I— 15 week courses
EOB as posted by Student Services/Registrar office hours
- September 23, 2010 Constitution Day/Student Appreciation
- September 25, 2010 Constitution Day/Student Appreciation

October 2010

- October 11, 2010 Grade of “W” Deadline for Fall 2010 Semester Session I—7 ½ week courses
- October 27, 2010 Fall 2010 Semester Session I Ends
- October 28, 2010 Fall 2010 Semester Session II Begins

November 2010

- November 5, 2010 Course Drop Deadline for Fall 2010 Semester Session II —7 ½ week courses
EOB as posted by Student Services/Registrar office hours
- November 14, 2010 Grade of “W” Deadline for Fall 2010 Semester Session I— 15 week courses
- November 25, 2010 Thanksgiving Day (Campus Closed)
- November 26, 2010 Day After Thanksgiving (Campus Closed)

December 2010

- December 1, 2010 Grade of “W” Deadline for Fall 2010 Semester Session II—7 ½ week courses
- December 18, 2010 Fall 2010 Semester Ends; Fall 2010 Semester Session II Ends
- December 24, 2010 Christmas Eve (Campus Closed)
- December 27, 2010 Christmas Holiday Observed (Campus Closed)
- December 30, 2010 New Year’s Eve Observed (Campus Closed)
- December 31, 2010 New Year’s Day Observed (Campus Closed)

Spring 2011 Semester January 10, 2011 – April 23, 2011

Session I January 10, 2011 – March 2, 2011

Session II March 3, 2011 – April 23, 2011

January 2011

- January 10, 2011 Spring 2011 Semester Begins; Spring 2011 Semester Session I Begins
January 17, 2011 Martin Luther King, Jr. Birthday observed (Campus Closed)
January 19, 2011 Course Drop Deadline For Spring 2011 Semester Session I—7 ½ week courses
EOB as posted by Student Services/Registrar office hours
January 21, 2011 Course Drop Deadline For Spring 2011 Semester Session I— 15 week courses
EOB as posted by Student Services/Registrar office hours

February 2011

- February 2, 2011** Financial Fitness Student Appreciation
February 5, 2011 Financial Fitness Student Appreciation
February 13, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—7 ½ week courses
February 18, 2011 President’s Day Observed (Campus Closed)

March 2011

- March 2, 2011 Spring 2011 Semester Session I Ends
March 3, 2011 Spring 2011 Semester Session II Begins
March 11, 2011 Course Drop Deadline For Spring 2011 Semester Session II—7 ½ week courses
EOB as posted by Student Services/Registrar office hours
March 14, 2011 Safety Day Student Appreciation
March 19, 2011 Safety Day Student Appreciation
March 19, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—15 week courses

April 2011

- April 6, 2011 Grade of “W” Deadline for Spring 2011 Semester Session II—7 ½ week courses
April 13, 2011 Wellness Fair
April 16, 2011 Wellness Fair
April 22, 2011 Good Friday (Campus Closed)
April 23, 2011 Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

Summer 2011 Semester May 9, 2011 – August 20, 2011

Session I May 9, 2011 – June 29, 2011

Session II June 30, 2011 – August 20, 2011

May 2011

- May 9, 2011 Summer 2011 Semester Begins; Summer 2011 Semester Session I Begins
May 16, 2011 Course Drop Deadline for Summer 2011 Semester Session I—7 ½ week courses
EOB as posted by Student Services/Registrar office hours
May 21, 2011 Course Drop Deadline for Summer 2011 Semester Session I—15 week courses
May 24, 2011 *EOB as posted by Student Services/Registrar office hours*
Beach Party Student Appreciation
May 30, 2011 Memorial Day (Campus Closed)

June 2011

- June 4, 2011** Beach Party Student Appreciation
June 12, 2011 Grade of “W” Deadline for Summer 2011 Semester Session I—7 ½ week courses
June 29, 2011 Summer 2011 Semester Session I Ends
June 30, 2011 Summer 2011 Semester Session II Begins

July 2011

- July 4, 2011 Independence Day holiday (Campus Closed)
July 7, 2011 Course Drop Deadline for Summer 2011 Semester Session II—7 ½ week courses
EOB as posted by Student Services/Registrar office hours
July 16, 2011 Grade of “W” Deadline for Summer 2011 Semester Session I—15 week courses

August 2011

- August 3, 2011 Grade of “W” Deadline for Summer 2011 Semester Session II—7 ½ week courses
August 20, 2011 Summer 2011 Semester Ends; Summer 2011 Semester Session II Ends