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## 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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Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# SECTION ONE

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## INTRODUCTION

### **About This Handbook**

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

The *Argosy University, Schaumburg Student Handbook* incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Regulations and procedures found in this document are considered to be part of this Handbook. Make sure to refer to your catalog for further information.

### **Welcome to Argosy University, Schaumburg!**

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

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

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

Have a great year!

James Chitwood, MBA

Campus President

Argosy University, Schaumburg

### **Right to change requirements**

Argosy University, Schaumburg 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, Schaumburg 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 INFORMATION

### CAMPUS FACILITIES

Argosy University, Schaumburg is located at 999 N. Plaza Drive, Suite 111, Schaumburg, IL 60173-5403. The main phone line is 847.969.4900. The 8th floor fax line is 847.969.4998. The first floor fax line is 847.969.4999.

### PARKING AND TRANSPORTATION

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

### CAMPUS ORGANIZATION

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

### STUDENT ACTIVITIES

#### *Student and Professional Organizations*

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

#### *Special Interest Organizations*

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

### BUILDING AND OFFICE HOURS

#### **Building Hours**

Monday-Friday..... 7:30am – 10:00pm  
Saturday..... 7:30am – 5:00pm  
Sunday..... 8:00am – 4:00pm

#### **Admissions Hours**

Monday-Thursday..... 8:30am – 8:00pm  
Friday..... 8:30am – 5:00pm  
Saturday..... 8:30am – 1:00pm

#### **Library Hours**

Monday-Thursday..... 8:30am – 9:00pm  
Friday..... 8:30am – 6:00pm  
Saturday..... 8:30am – 3:30pm  
Sunday..... 11:00am – 4:00pm

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

#### **Academic and Student Services Hours**

Monday-Thursday..... 8:30am – 6:30pm  
Friday..... 8:00am – 5:00pm  
Saturdays..... 9:00am – 1:00pm

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

#### **Student Financial Services Hours**

Monday – Thursday..... 8:30am – 8:00pm and by appointment  
Friday..... 8:00am – 5:00pm

## **Writing Resource Center Hours**

By appointment

Undergraduate students contact Mark Hedborn  
mhedborn@argosy.edu

Graduate students contact Juele Blakenburg  
jblakenburg@argosy.edu

### Free Help is Available

- On Campus
- Via email
- APA Documentation
- Thesis Statements
- Organization
- Development
- Grammar
- Punctuation

## **ACADEMIC SERVICES/ADVISING**

### *Faculty Advisors*

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

### *Student Services*

- Contact David Nadolski, Academic Advisor, regarding academic advising for the Undergraduate Programs
- Contact Amy Warren, regarding academic advising for the Graduate Programs.

### *Other Academic Support Services*

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

## **WEBSITES AND PUBLICATIONS**

### *Argosy University Website*

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

### *Argosy University, Schaumburg Student Portal*

Students can access class schedules, forms, syllabi, department information and other miscellaneous information from the student portal. The intranet site address is <http://www.mycampus>

## **ARGOSY UNIVERSITY STUDENT EMAIL**

Students will receive information on how to log into their Student Portal and student email accounts after they register for their first semester at Argosy University, Schaumburg. To login, go to <https://mycampus.argosy.edu>, scroll down to the bottom of the page, and click on "Student Email." Students should check their email account regularly, or set it up to forward to another account. To forward Argosy University email to another account, first log into the student portal, scroll down to student email, click on student email, activate the Argosy University email by clicking on agree. On the left hand side of your screen under **Preferences**, click **Email**

**Forwarding Manager.** Type in the email address, click on the box, and click **Update**. An email will be sent to this address asking you to confirm the forwarding request. You must confirm this to complete the email forwarding request within 72 hours. Call Student Services if you are unable to access your email account.

## **EMERGENCY PROCEDURES/CLOSINGS**

### *Weather Announcements and Emergency*

During severe weather or other local emergencies, please visit [www.emergencyclosings.com](http://www.emergencyclosings.com) or call 847.238.1234.

Emergency Texting Alerts will be available by request. Please contact Horacio Tovar, Technology Support Supervisor, 847.969.4957 or Evelyn Humphries, Director of Student Services, 847.969.4983.

### *Emergency Communication and Contact Numbers*

#### **Schaumburg Emergency Numbers**

Fire: 911

Police: 911

#### *Schaumburg Non-Emergency Numbers*

Fire: 847.885.6300

Police: 847.882.9586

#### *Red Phones*

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

#### *Reporting Health and Safety Hazards*

Illinois Poison Center: 1.800.222.1222 or 1.800.942.5969

Cook County Sheriff: 847.635.1188

State Police: 847.931.2405

FBI: 847.290.0525

## **SMOKING POLICY**

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

## **LOST AND FOUND**

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

## **VOTER REGISTRATION**

Federal Program Participation Agreements require Argosy University, Schaumburg to provide its students with information regarding voter registration. For your convenience, voter registration applications are located in the Academic and Student Services Department. For more information about voter registration call the Chicago Board of Election Commissioners at 312.269.7851.

# SECTION THREE

## LIBRARY, COMPUTER LABS AND TEXTBOOKS

### LIBRARY

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

The library collection has approximately 9000 books, 80 current journal subscriptions, 23 journal titles on microfiche, over 600 audio-visual titles and over 100 psychological tests. In addition, there are 5 computer stations with Internet access, Microsoft Office products and other appropriate software. There are an additional 24 computer stations in the computer lab in room 802.

#### *Circulation of Materials:*

Library privileges are only for current Argosy University, Schaumburg students.

#### *Loan periods:*

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

#### *Renewals:*

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

#### *Non-circulating materials:*

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

#### *Reserves:*

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

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

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

#### **Fines:**

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

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

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

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

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



**Psychological Test Materials:**

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

**Interlibrary Loan:**

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

**Library Card Reimbursement Program:**

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

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

**Online Catalog**

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

Library information can also be accessed via the Argosy University, Schaumburg intranet site: [www.schaumburg.net](http://www.schaumburg.net)

**Databases:**

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

**EBSCO**

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

## LIRN

### Infotrac

- Expanded Academic ASAP
- General Business File ASAP
- Health Reference Center- Academic
- Custom Newspaper
- Business & Company Resource Center w/ PROMT and Newsletters
- Computer Database
- Newsletters ASAP

### Proquest

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

## E-Library

### Books in Print

### OCLC First Search

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

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

### Mental Measurements Yearbook

### Digital Dissertations

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

## **COMPUTER LAB**

Argosy University, Schaumburg has 24 computers available for student use in the Computer Lab in Room 802 of 999 N. Plaza Drive. The login information for the computer lab is:

**Username:** argosy

**Password:** student

### **Instructions for accessing Cisco Clean Access and Wireless**

To log into Cisco Clean Access in the classroom or wireless, use your student portal login and password that you created from CampusVue. After entering your login and password, you will need to select: AUCNW\_MyPortal in the classroom and AUCNW\_wifi\_MyPortal for Wifi.

Students are not permitted to bring food and beverages to the Computer Lab. The Computer Lab is quiet work/study rooms so please refrain from loud talking and using cell phones.

## Textbook and Course Materials Purchasing

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

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

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

### *Electronic Books*

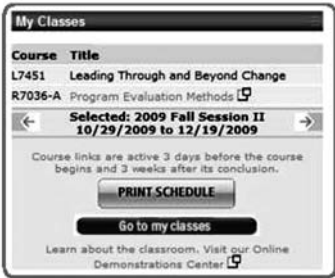
Some programs will utilize an electronic book(s). Once registered for a course, a student will gain access to their electronic book three days prior to the course start and through the online platform. Students will also have the option to purchase a hard copy of the textbook through a third party at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



# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

### ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION FOR STUDENTS

<b>Online Learning Platform</b>	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
<b>Accessing eCollege through the Argosy University Student Portal</b>	<ol style="list-style-type: none"> <li>1. Go to the Argosy Student Portal at <a href="http://mycampus.argosy.edu">http://mycampus.argosy.edu</a> and enter your Student Portal login and password; click the Login button.</li> <li>2. On the portal homepage, look for the <i>My Classes</i> section on the right side of the screen. Click the course title link to access your online classroom directly or 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.</li> </ol>  <p><b>You will have access to your courses 3-days before the first day of a session.</b></p>
<b>eCollege Technical Requirements</b>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://myeclassonline.com">http://myeclassonline.com</a>; click “NO” on the pop up window</li> <li>2. Click “Technical Requirements”; click “NO” on the pop up window</li> </ol>
<b>eCollege Student Orientation Course</b>	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.
<b>Participation</b>	You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.
<b>Textbooks</b>	<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: <a href="http://direct.mbsbooks.com/argosy.htm">http://direct.mbsbooks.com/argosy.htm</a></p>
<b>Online Classroom Support</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Contact your instructor for questions about course requirements.</li> <li>• Contact your campus if you believe you are enrolled in the wrong class or section.</li> </ul>

## REGISTRAR

### Transcript Requests

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

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

Telephone requests for transcripts cannot be processed. Requests received by fax will be processed. There is no charge for transcripts but "Express Transcripts" may be processed in 2 business days for a charge of \$20. Transcripts take 3 to 4 working days to process.

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

## REGISTRATION

### Priority Registration

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

### Registration Deadlines

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

### Late Registration

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

### Add/Drop Registration

Students already registered may add or drop a class before the first day of the FULL TERM by making changes via the student portal (<https://mycampus.argosy.edu>) or by submitting an ADD/DROP Request form to the Academic & Student Services Department. If students elect to add a class after the semester has begun, they may do so by completing and submitting an Add/Drop Request Form to the Academic and Student Services Department. Students will not be permitted to add a class after two meetings.

Students may drop a class on or after the first day of the FULL TERM by submitting an ADD/DROP Request Form to the Academic & Student Services Department.. **All drop requests received on or after the first day of the session will be charged a \$50 drop fee.** Students officially dropping a course before the end of the add/drop period will have the course removed from their transcript. Payment for the added class is due **in full** at the time of registration.

Students will not be able to drop a class after 67% of the class has occurred.

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

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

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

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

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

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

### **Course Availability/Cancellation**

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

### **SYLLABI**

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

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

You may contact Registrar Humera Fatima at [hfatima@argosy.edu](mailto:hfatima@argosy.edu) if you have questions about syllabi.

### **ATTENDANCE**

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

### **COURSE TRANSFERS/WAIVERS**

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

### **INFORMATION CHANGES**

#### **Name and Address Change Procedures**

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

#### **Release of Information**

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

## **Verification of Enrollment**

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

## **Enrollment Confirmations**

Registration confirmations are available through the Student Portal after registration is complete.

## **STUDENT AFFAIRS**

### **Disability Services**

Argosy University, Schaumburg 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, Schaumburg.

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

Students who believe they are in need of accommodations should contact the disability services coordinator in Academic and Student Services. If you have a concern or complaint in this regard, please contact Evelyn Humphries, Director of Student Services, at 847.969.4983 or [ehumphries@argosy.edu](mailto:ehumphries@argosy.edu). Complaints will be handled in accordance with the Argosy University Student Grievance Procedure for Internal Complaints of Discrimination and Harassment (see Section Two, Institutional Policies published in the *Academic Catalog*).

### **Health/Liability Insurance**

Argosy University, Schaumburg is pleased to provide information on student medical insurance. Argosy University, Schaumburg strongly encourages all students to maintain adequate health insurance while attending school. Students can enroll online in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators, Inc. <https://secure.visit-aci.com/au>. Liability insurance is provided to all students while they are completing their off campus requirements of their programs.

### **Student Evaluations/Surveys**

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

### **Graduation**

Commencement services are held annually in November. Doctoral degree candidates must have successfully defended their dissertation or CRP, including all final revisions. The signed, bound copy of the document, the electronic copy of the document, and a "Statement of Copyright Release" (as shown in Appendix F of the Dissertation Guide), must be submitted to the Program Chair by September 15, 2010 in order to be eligible to participate in the graduation ceremony.. Master's and bachelor's students must complete all degree requirements by the end of the Summer 2010 semester to participate in the ceremony.

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

## **Student Government**

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

## **CAREER SERVICES**

### **General Information**

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

### **Internships**

Internships for Clinical Psychology and Counselor Education students are coordinated through the Clinical Training department. Required forms and application timelines are available at [www.auschaumburg.net](http://www.auschaumburg.net) under Clinical Training.

### **Part-Time Employment**

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

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

## **STUDENT FINANCE**

### **Employer Reimbursement**

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

### **Direct Deposit**

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

### **Scholarships (Argosy University Merit Award)**

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



# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Schaumburg provides the Campus Security Report to all of its employees and students as part of the Argosy University, Schaumburg commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the Campus President James Chitwood, at [jchitwood@argosy.edu](mailto:jchitwood@argosy.edu) or 847.969.4915.

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

### DRUG-FREE WORKPLACE AND CAMPUS

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

#### EFFECTS OF DRUGS AND ALCOHOL

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

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

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

#### HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

##### Short-Term Risks

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

## **Long-Term Risks**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males—testicular atrophy and breast enlargement
- In females—increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10–12 years.

## **HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS**

### **Amphetamines (Speed, Uppers)**

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### **Deliriants (Aerosols, Lighter Fluid, Paint Thinner)**

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

### **Depressants (Barbiturates, Tranquilizers, Methaqualone)**

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

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

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

### **Intravenous Drug Use**

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

### **Marijuana and Hashish**

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

### **Stimulants (Cocaine)**

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

### **Narcotics (Heroin, Morphine, Codeine, Opium)**

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

## **SANCTIONS**

### **Argosy University Sanctions**

Argosy University, Schaumburg, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Argosy University, Schaumburg 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, Schaumburg standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

### **Illinois State Laws**

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

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

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

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

### **Federal Sanctions**

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

First Conviction Up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second Conviction At least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After Two Drug Convictions At least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both

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

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

## **CONVICTIONS FOR DRUG-RELATED OFFENSES**

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

## **DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM**

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

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

## **COUNSELING, TREATMENT, OR REHABILITATION PROGRAM**

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

Lutheran Social Services of Illinois, Behavioral Health Services in the Northwest Suburbs.  
Phone: 847.635.4600 . [www.lssi.org](http://www.lssi.org).

Crime of Domestic Violence/Life Span, Inc. Phone: 847.824.0382. [www.life-span.org](http://www.life-span.org).

Northwest CASA/Northwest Center Against Sexual Assault. Phone: 847.806.6526; 24-Hour Crisis Line 888.802.8890. [www.nwcasa.org](http://www.nwcasa.org).

Renz Addiction Counseling Center. Phone: 847.742.3545 ext.1. [www.renzcenter.com](http://www.renzcenter.com)

The Salvation Army Family Counseling Center. Phone: 847.392.0265. [www.salarmychicago.org](http://www.salarmychicago.org).

S.H.A.R.E. Phone: 847.882.4181 [www.leydenfamilyservice.org/share.html](http://www.leydenfamilyservice.org/share.html).

Kenneth W. Young Centers. Phone: 847.524.8800. [www.kennethyoung.org](http://www.kennethyoung.org).

# APPENDIX I

## FACULTY DESCRIPTIONS

### ADMINISTRATION

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

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

### COLLEGE OF BUSINESS

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

**Wayne Stone, DBA**, is the Program Coordinator of the Organizational Leadership program at Argosy University, Schaumburg. Dr. Stone is an Associate Professor of Business at Argosy University, Schaumburg. Dr. Stone earned a Doctor of Business Administration from Southern Illinois University, a Master of Arts from Central Michigan University, and a Bachelor of Arts from California State University – Stanislaus. All of his degrees are in business and management with doctoral studies in organizational behavior, leadership, and strategic management. He has worked for Bank of America, in automobile sales, and in logistics management. Much of his career was in the military where he was a search and rescue controller in the Coast Guard and an aircraft maintenance and logistics officer in the Air Force. He taught at the Air Force Institute of Technology in the Graduate School of Logistics and Acquisition Management before his retirement in 1996. Since then he served as Academic Dean at Hamilton College in Des Moines, Iowa, Dean of Social Science and Business at Oakton Community College in Des Plaines, Illinois, and Vice President of Planning, Quality, Organizational Effectiveness, and Organizational Development at Waubesa Community College in Sugar Grove, Illinois. Dr. Stone's professional affiliations include the Academy of Management, Midwest Academy of Management, Organizational Behavior Teaching Society, Society for College and University Planning, the Navy League, and the Airforce Association. He also serves as a peer reviewer for the Higher Learning Commission of the North Central Association of Colleges and Schools.

## COLLEGE OF EDUCATION

**Dr. Robert A. McKanna, EdD** is Program Chair, for the at Argosy University, Schaumburg. Dr. McKanna has held public school Superintendent of Schools positions for 29 years in Illinois, Massachusetts and New York. In Illinois he was Superintendent of Palatine District 15 (located in the Northwest Suburban Chicago with 13,000 students in 20 schools); Warren Township High School District and Adlai E. Stevenson High School District. Dr. McKanna was certified in 1997 as an Examiner for the National Baldrige Award. He has served on the Illinois Lincoln Foundation for Performance Excellence Board of Trustees and is currently a Judge for the Lincoln Awards Program. He earned certification as a Trainer for the American Society for Quality (ASQ) Koalaty Kid Program and has served on the Board of Directors of ASQ's Koalaty Kid Alliance. Dr. McKanna has earned ASQ's certification as a Certified Quality Improvement Associate (CQIA). While Superintendent of District 15, President George W. Bush presented to Dr. McKanna on behalf of his school district the Malcolm Balrige National Quality Award. Only five public school districts nation-wide have earned the Balrige Award.

Earlier in his career, Dr. McKanna was an Assistant Superintendent for Curriculum and Research; a High School Principal; an Assistant State Chairman For Accredited Schools at the University of Missouri, and both a Math and Science Teacher. After earning his Bachelor of Arts in Mathematics from William Jewell College in Liberty, Missouri, Dr. McKanna obtained a Master of Arts in School Administration and Mathematics from the University of Missouri and a Doctor of Education Degree in School Administration and Supervision from the University of Missouri.

## COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

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

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

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

**Robert Eme, PhD, ABPP**, is a Professor and core faculty member in the Clinical Psychology program at Argosy University, Schaumburg. He received his PhD in Clinical Psychology from Loyola University of Chicago in 1972, and became an American Board of Professional Psychology Diplomate in Clinical Psychology in 1982. Before becoming a faculty member with Argosy University, Schaumburg, Dr. Eme taught at Loyola University, North Central College, Resurrection Medical Center-Family Practice Center, and Forest Institute of Professional Psychology. His current teaching areas are Child and Adolescent Development, Cognitive Assessment, and special electives such as Diagnosis and Treatment of ADHD and Assessment of Learning Disabilities. Dr. Eme has extensive clinical experience as a licensed clinical psychologist in private practice, inpatient, and outpatient settings, with an emphasis on cognitive assessment of children and adolescents. Dr. Eme has numerous journal articles and professional presentations to his credit, most recently in the areas of ADHD and juvenile violence.

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

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

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

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

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



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

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

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

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

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

**Juliana Robinson, EdD** received both her master's degrees in Counseling and Biochemistry from Western Illinois University. Dr. Robinson's doctorate in Counselor Education is from the University of North Texas where she specialized in play therapy. During her doctoral training program Dr. Robinson designed and implemented a children's mental health component in a local Hospice program. After completing her doctorate she returned to the Chicagoland area and began a private play therapy practice. Dr. Robinson has taught at various colleges and universities. In 2007 she was awarded the Illinois Counselor Educator of the Year award from Illinois Counselor Educators and Supervisors for her work in opening a counselor training clinic. Dr. Robinson's research interests include, play therapy with chronically and terminally ill children, and counselor education training.

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

**Maricela Soto, PsyD**, is an Assistant Professor in the Clinical Psychology Program of the American School of Professional Psychology at Argosy University, Schaumburg. Dr. Soto graduated in 2002 from the California School of Professional Psychology with a multicultural/community emphasis and got her BA in psychology and sociology from Concordia University, River Forest, IL. Dr. Soto was Director of Clinical Services and Director of Ambulatory Care at UHS-Hartgrove Hospital in Chicago and she supervised Psy.D. students in the outpatient, inpatient, and partial hospitalization programs while at Hartgrove Hospital. Previously Dr. Soto was an Adjunct Faculty member at the Chicago School of Professional Psychology. Dr. Soto is interested in mentoring emerging professionals in the field and her research interests include Latino issues, diversity, language, spirituality, and self-care. Dr. Soto maintains a private practice in Oak Park, Illinois.

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

## **COLLEGE OF UNDERGRADUATE STUDIES**

**Annmarie Belmonte, PsyD** is the Undergraduate Studies Program Chair at Argosy University, Schaumburg. She is also an adjunct faculty member in the Community Counseling Program at Argosy University, Schaumburg. Dr. Belmonte graduated with a Doctor of Psychology (PsyD) in Clinical Psychology from The Illinois School of Professional Psychology at Argosy University/Chicago in 2002. She received her Master of Science (MS) in Counseling Psychology from Benedictine University in 1997. Previously Dr. Belmonte was the Clinical Coordinator of the Inpatient Eating Disorders Unit at Alexian Brothers Behavioral Health Hospital in Hoffman Estates, Illinois. Her current teaching activities include ethical practice in psychotherapy and assessment, psychological assessment and counseling skills. Dr. Belmonte is a Licensed Clinical Psychologist and is part of a large private practice in the Northwest suburbs, specializing in the treatment of eating disorders, self-injury and women's issues. Dr. Belmonte is active in a number of professional organizations and is a member of the Early Career Psychologists committee serving the Illinois Psychological Association.

# APPENDIX II

## CAMPUS DIRECTORY

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Warren, Amy	Graduate Academic Advisor	847.969.4979	amwarren@argosy.edu

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COLLEGE OF BUSINESS			
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COLLEGE OF EDUCATION			
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Thakkar, Meenakshi	Financial Aid Officer	847-969-4955	mthakkar@argosy.edu



# APPENDIX III

## ACADEMIC AND HOLIDAY CALENDAR

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**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 <i>EOB as posted by Student Services/Registrar office hours</i>
September 17, 2010	Course Drop Deadline for Fall 2010 Semester Session I – 15 week courses <i>EOB as posted by Student Services/Registrar office hours</i>

### 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 <i>EOB as posted by Student Services/Registrar office hours</i>
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 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 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 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 <i>EOB as posted by Student Services/Registrar office hours</i>
May 21, 2011	Course Drop Deadline for Summer 2011 Semester Session I – 15 week courses <i>EOB as posted by Student Services/Registrar office hours</i>
May 30, 2011	Memorial Day (Campus Closed)

**June 2011**

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 <i>EOB as posted by Student Services/Registrar office hours</i>
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

# 2010

	January								February								March								April								May								June								July								August								September								October								November								December																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
	S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T

# 2011

[illegible]

# 2012

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S		
	1	2	3	4	5	6	7																				1	2	3	4	5	6	7
	8	9	10	11	12	13	14		5	6	7	8	9	10	11		4	5	6	7	8	9	10		11	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21		12	13	14	15	16	17	18		11	12	13	14	15	16	17		18	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28		19	20	21	22	23	24	25		18	19	20	21	22	23	24		25	22	23	24	25	26	27	28	
29	30	31					26	27	28	29				25	26	27	28	29	30	31			29	30									
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S		
		6	7	8	9	10	11		3	4	5	6	7	1	2		1	2	3	4	5	6	7										
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18		
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25		
	27	28	29	30	31				24	25	26	27	28	29	30		29	30	31							26	27	28	29	30	31		
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S		
	2	3	4	5	6	7	1		7	8	9	10	11	12	13		4	5	6	7	8	9	10										
	9	10	11	12	13	14	15		14	15	16	17	18	19	12		11	12	13	14	15	16	17		9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		30	28	29	30	31				25	26	27	28	29	30				23	24	25	26	27	28	29	

