
OUR MISSION

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



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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

The *Argosy University, Chicago Student Handbook* is designed to serve as a valuable resource to assist you with your progress and success in your academic program. The Handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand.

The *Argosy University, Chicago Student Handbook* incorporates by reference the 2010-2011 *Argosy University Academic Catalog*. Policies and procedures found in these documents are considered to be a part of this Handbook. Make sure to reference your *Academic Catalog*.

WELCOME FROM THE CAMPUS PRESIDENT

WELCOME TO ARGOSY UNIVERSITY!

Argosy University has compiled this handbook to provide you with pertinent information you will need to be a successful student at Argosy University, Chicago.

The *Argosy University, Chicago Student Handbook* includes campus policies and procedures to assist you in navigating the academic and administrative issues and obligations necessary for you to reach your educational goals. Argosy University, Chicago employs an outstanding, accessible faculty to deliver curriculum for professional careers in the fields of education, business and behavioral sciences.

A supportive learning environment is critical for the Argosy University, Chicago community to achieve its common purpose of fostering relationships that enrich lives and inspire others to make a difference. The basic academic and administrative principles and procedures that help define this environment are described within this handbook. Observance of these principles and procedures by faculty, students, and staff provides for a harmonious campus community and creates an atmosphere in which students can focus first and foremost on their academic objectives. Referring first to this handbook as your guide will help direct you if and when questions arise.

On behalf of the Argosy University, Chicago community, please accept our very best wishes to you as you pursue your educational and professional career goals.

Sincerely,

Michael J. Falotico, PsyD

Campus President

Argosy University, Chicago

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Chicago 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, Chicago 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

FACILITIES

LOCATION

Argosy University, Chicago is located at 225 N. Michigan Ave. Chicago, IL, 60601. Classrooms, the library, computer labs, Academic Learning Center, and faculty offices are located on the 13th floor. Admissions, Student Services, Financial Aid, Career/Alumni Services, and Psychological Services are located on the upper concourse level. The University offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theatres, art museums and other tourist attractions. In addition, Chicago's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

OFFICES

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

LIBRARY

The library houses the book, journal, and video collections, two photocopiers; in addition to study space and computer lab.

STUDENT LOUNGE

The student lounge has vending machines, a microwave, refrigerator, tables for eating, study chairs, and bulletin boards.

HOUSING

Argosy University, Chicago, does not have housing, but our sister school, The Illinois Institute of Art-Chicago, does have housing available through Presidential Towers. Interested students should call 312.280.3500 or 800.531.3450 ext. 6890 for information. Student Services at Argosy University, Chicago, also can provide a listing of housing and rental agencies within the Chicago area.

BUILDING HOURS

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

Argosy University, Chicago building hours are:

Monday to Friday	7:15 am to 10:30 pm
Saturday	7:15 am to 6:30 pm
Sunday	7:15 am to 4:30 pm

TRANSPORTATION

CHICAGO TRANSIT AUTHORITY (CTA)

The CTA operates the nation's second largest public transportation system and covers the City of Chicago and 40 surrounding suburbs. CTA has approximately 2,000 buses that operate over 154 routes and 2,273 route miles. Buses provide about 1 million passenger trips a day and serve more than 12,000 posted bus stops. CTA's 1,190 rapid transit cars operate over eight routes and 222 miles of track. CTA trains provide about 500,000 customer trips each day and serve 144 stations. Chicago is one of the few cities in the world that provides rapid transit service to two major airports. From the downtown area the CTA's Blue Line takes customers to O'Hare International Airport in about 40 minutes and the Orange Line takes customers to Midway Airport in about 30 minutes. For information please visit the Chicago Transit Authority Web site at <http://www.transitchicago.com> or 1.888.YOURCTA.

METRA

Metra can get you where you want to go. The 495-mile Metra system serves 230 stations in the counties of Cook, DuPage, Lake, Will, McHenry and Kane. On Metra you can reach Chicago's beautiful lakefront, museums, zoos, sporting events, shops and restaurants, concerts, special events, schools and colleges as well as quaint, historic suburbs and small towns. In some cases, Metra can take you practically to the front door. For information please visit <http://www.metrarail.com/>

STUDENT ADVISEMENT

ADVISORS

Clinical Psychology Programs

Students will work with a student advisor throughout their programs. The student advisor will assist them with navigating the school environment, understanding academic and administrative policies and procedures, knowing program requirements, planning schedules and registering for courses, dealing with issues that might impact their education, and obtaining other support resources as necessary. Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues.

In the first year of the doctoral program, students are required to enroll in Professionalization Group I and II that meets for two semesters. The leader of this class serves as those students' faculty advisor. When students obtain their first clinical training practicum (i.e., field placement), they concurrently enroll in a year-long seminar, and the leader of this consultative group consequently becomes the faculty advisor to these students. As students obtain subsequent practica, their seminar leaders become their faculty advisors. Once a doctoral student obtains a chair for his or her CRP, this faculty member becomes the advisor through graduation.

In the first year of the master's degree programs, students are required to enroll in Professionalization Group I and II that meets for two consecutive semesters (Students who begin the program in the Spring semester enroll in Professionalization Group I for the Spring semester and Professionalization Group II during the subsequent Fall semester). The leader of this class serves as these students' faculty advisor through graduation.

Students in the industrial-organizational psychology program are assigned a faculty advisor upon beginning classes during the first semester of enrollment. This faculty member will be the students' academic advisor through graduation.

Counselor Education Programs

Students will work with a student advisor throughout their programs. The student advisor will assist them with navigating the school environment, understanding academic and administrative policies and procedures, knowing program requirements, planning schedules and registering for courses, dealing with issues that might impact their education, and obtaining other support resources as necessary. Soon after enrollment, students are also assigned a faculty advisor who will work with students on professional development, academic and training progress, and other issues related to each student's education and preparation. Faculty advisors are available for consultation on student professional development, academic/training progress and other university/professional issues. Students are encouraged to contact their faculty advisors with any academic/training issues or questions. If the student's faculty advisor is not available for any reason, students can also consult with the program chair of the Counselor Education Department. The program chair currently serves as faculty advisor to all doctoral students.

Business, Education, and Undergraduate Programs

Students will work with a student advisor throughout their programs. The student advisor will assist them with navigating the school environment, understanding academic and administrative policies and procedures, knowing program requirements, planning schedules and registering for courses, dealing with issues that might impact their education, and obtaining other support resources as necessary. The program chair of each department also serves as an advisor to all new students within that department. In the education program, students work directly with the program chair or department administrator for all advising needs. Students should meet with their advisor *at least* once each year or on an as-needed basis to determine their progress and discuss any academic concerns.

CHANGING FACULTY ADVISORS

A student may initiate a request for a change of faculty advisor only after completing one full academic year. If a student wishes to change faculty advisors, he or she should discuss this with the current faculty advisor, and if permitted, the prospective faculty advisor. If all parties agree to the change, the student must then obtain, complete, and return a Change of Status form to the Student Services Department with signatures from the student, the original faculty advisor, and the new faculty advisor. Changes are not guaranteed as all requests are subject to approval by the respective program chair.

INTERNATIONAL STUDENT ADVISEMENT

International students should seek regular advisement from the International Student Advisor to ensure that all of their paperwork is current and in compliance with immigration laws. This is especially important if an international student wishes to travel abroad, to begin a practicum or internship, to secure any type of employment, or to change any aspect of their immigration status. International students are required to report any change of address, telephone or email address to the University immediately.

STUDENT SERVICES ASSISTANCE

The Student Services Department is responsible for providing advisement to students on general administrative issues and/or to direct students to other departments for assistance as needed or when appropriate. Students may contact the department by calling 312.777.7686, emailing auchicagostudentserv@argosy.edu, or stopping by the Student Services Window Monday through Friday 9:00 am to 6:00 pm and Saturday 9:00 am to 1:00 pm.

ACADEMIC RESOURCES

ACADEMIC LEARNING CENTER

The Academic Learning Center (ALC) is located on the Chicago campus. The ALC was established to help students achieve their academic goals. Students needing help with statistics, feedback on writing assignments, guidelines for using the APA style, strategies for writing a literature review, grammar and punctuation, can get assistance at the ALC. Additionally, the ALC conducts workshops, seminars and focus groups. Individual and small group tutoring is available at no additional charge to students currently enrolled at Argosy University, Chicago.

TURNITIN ONLINE RESOURCE FOR FACULTY AND STUDENTS

Turnitin helps to detect plagiarism by comparing submitted papers to billions of pages of content located on the Internet and our proprietary databases. The results of these comparisons are compiled, one for each paper submitted, in custom "Originality Reports." These reports are sent to participating educators, who access the results by logging into their Turnitin account(s). Recognized worldwide as the standard in online plagiarism prevention, Turnitin helps educators and students take full advantage of the Internet's educational potential. Used by thousands of institutions in over fifty countries, Turnitin's products promote originality in student work, improve student writing and research skills, encourage collaborative learning, and save valuable instructor time. To learn more about Turnitin go to <http://www.turnitin.com/static/home.html>.

WEB SITES AND PUBLICATIONS

ARGOSY UNIVERSITY WEB SITES

www.auconnection.net/chicago (Argosy University, Chicago Student Resource Web site)

Resources include forms, schedules, resources and links to other Argosy Web sites.

www.argosy.edu (Argosy University official Web site)

This site allows students to view Argosy University information, apply for admission, access to financial aid links, career services and online courses.

www.auchicagolib.org (Campus Library Web site)

This site gives students access to all Argosy University, Chicago library services including hours of operation, library databases, and links. All current and past syllabuses are located on the library web site.

<http://direct.mbsbooks.com/argosy.htm> (MBS Books)

This Web site is where students can buy new and used textbooks.

ARGOSY UNIVERSITY PUBLICATIONS

Inside Argosy is a general campus newsletter that is distributed monthly during the regular academic year. Its purpose is to inform the Argosy University, Chicago community of relevant university news, policies, and deadlines in a formal, timely, and regular manner. It is the responsibility of all students to be familiar with the information provided so as to conform to deadlines and policy changes. Students should read *Inside Argosy* to inform themselves about the special events that take place throughout the year. *Inside Argosy* can be found online at www.auconnection.net/chicago

Argosy University Academic Catalog (Published annually in the fall semester)—online at www.argosy.edu. This publication describes Argosy University policies, procedures, and academic programs.

Clinical Research Project Manual (Published annually by the Clinical Psychology program)—online at www.auconnection.net/chicago. This publication contains detailed information on how to conduct a clinical research project which is part of the requirement for the PsyD in Clinical Psychology degree program.

EMERGENCY PROCEDURES/CLOSINGS

FOR ALL EMERGENCIES, CALL 911 FIRST, THEN CALL BUILDING SECURITY AT 312.819.6005

Building Emergency Procedures:

In the event you are instructed to evacuate the building, duties have been assigned to staff and faculty to assist in a smooth evacuation. Official instructions will be given by authorized campus and other personnel.

1. Stay calm. Stop work immediately. Pick up your valuables but do not pack up supplies or work in progress.
2. Follow directions from nearest faculty or staff member for exiting your area. Exit building using nearest stairwells only.
3. Physically challenged individuals are to wait with a nearby staff or faculty member and instruct another employee to notify emergency personnel of their whereabouts.
4. Clear the front entrance of the building by going at least two blocks north or south along Michigan Avenue.
5. Do not re-enter the building until emergency personnel signal it is clear to do so.

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 Argosy University, Chicago building. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire and s/he will alert the fire department. Listen for official instructions and move to a safe area or evacuate if necessary. If evacuating, go at least two blocks away from the building and meet your group to report in to your instructor. The Michigan Plaza Building has alarm systems on each level. Respond to the alarm system in whatever area of the building you find yourself and listen carefully for instructions. Fire drills are conducted routinely by the campus facility staff and the Chicago Fire Department. An evacuation map and simple instruction sheet is posted in each classroom.

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

Building Security: To summon a security guard, check with the Receptionist or, if after hours, the Building Security Desk (large, round desk) in the main lobby, 312-819-6005.

Theft: If a theft has taken place, please report it immediately to the security staff as noted above.

1. Determine first that the property was not lost by checking all lost-and-found locations (the reception desks on the Upper Concourse Level and 13th Floors, the Student Services Window, and the library).
2. As soon as it has been determined that personal property was stolen, report it to the Administrative Services Manager and building security. Staff will complete an Incident Report Form that will be filed with the Director of Student Services and Administrative Services Manager.
3. You may then file a report with the Chicago Police Department by calling 311.
4. The victim must notify both the Administrative Services Manager and Chicago Police Department immediately if the item is later found.

Accidents and Illness: When there is doubt as to the procedure in case of medical emergency, immediate medical help should be sought by dialing 911. Building security should be contacted as well at 312.819.6005.

Anyone who is injured or becomes ill at Argosy University, Chicago should be directed to a doctor and/or an emergency room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by the procedure described above.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the Director of Student Services (312.777.7637) within 24 hours of the incident. The following information will be required: time and place of accident, how accident occurred, names and addresses of person's involved/injured, description of the injuries, property damage (if any) to the person(s) and/or university, and names and addresses of witnesses.

Any accident involving serious injury should be reported immediately.

University Closings: In the event of inclement weather, Argosy University, Chicago may be closed by the campus president or a designee. Notification is given on the following local AM radio stations: WMAQ, WGN, WBBM, WLS. Television reports are made on local channels for CBS, NBC, ABC, WGN, Fox, and CLTV. You may also call the Emergency Closing Center Hotline at 847.238.1234 or you can visit their website address at: www.emergencyclosings.com.

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

SECTION THREE

LIBRARY, COMPUTER LAB AND TEXTBOOKS

LIBRARY

The Argosy University, Chicago library has an extensive collection of books, journals, audio and video tapes, testing materials in the field of business, education and psychology. The library has an online catalog and website www.auchicagolib.org which allows library patrons to access library resources and services 24 hours a day, 7 days a week.

ONLINE RESOURCES

Library website: www.auchicagolib.org

The library website serves as a gateway to library resources and information, including links to the library research databases, online catalog, tutorials, subject and research guides, general library information and policies, syllabi, and more!

Databases

A wide variety of full-text journal articles, journal citations and abstracts, full-text books, reference materials, conference papers and more can be accessed online through the library's subscription online databases. Most of the library databases require user names and/or passwords to log-in. A list of logins is included in the back of this orientation packet, or can be obtained in the library.

Electronic Books

Over 43,000 electronic books are available in a variety of subject areas. All electronic books can be searched online using the Argosy University Library Online Catalog or through the library database.

Many programs will utilize an electronic textbook(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, subject to availability beyond Argosy University, Chicago's control.

Syllabi

Syllabi for the current and past several years are also available online. Passwords to access syllabi are available in the library. The course syllabus is the official source of textbook and course packet information for campus courses. Syllabi for clinical psychology and community counseling programs are available at the library's website by going to www.auchicagolib.org and clicking on "syllabi." The username to access syllabi is "student" and the password is "happy." Syllabi for all other programs can be found in eCollege.

RefWorks

Refworks is an online research management tool that can help organize your research, include citations while you write your paper, build a bibliography in a variety of formats, import references from many data sources, create bibliographies in different document formats (Word, RTF, HTML, etc.) Information sheets on how to set up a RefWorks account, and how to get started using RefWorks are available at the circulation and reference desks.

PRINT RESOURCES

Books

The main stack is arranged under the Library of Congress call number system (e.g., BF 721-723 is the subject area of Child Psychology). To find out if the library owns a particular book, please use the Argosy University, Chicago Library Online Catalog, which can be accessed through the main library website at www.auchicagolib.org. Books may be checked out for a period of **three weeks** and may be renewed twice either in person, by phone, or online. Books can be returned at the circulation desk during library hours or in the drop box when the library is closed. The drop box is located to the right of the library near the main library entrance. A .15¢ a day fee is charged for overdue books.

MBS hosts our campus book ordering for printed textbooks. To find out what textbooks are required or recommended for your classes, please check the syllabi at our website at www.auchicagolib.org. You may then purchase your books from MBS Direct at www.mbsdirect.net, or other vendors of your choice.

Journals

The library subscribes to a number print journals related to business, education, and psychology. The library also has a collection of journals on microfiche. To search the library collection of journals use the [A to Z Journal List](#) on the library website. Journals cannot be taken out of the library or checked out overnight. Journals on microfiche are located next to the copiers. If you need instruction on how to use the microfiche reader and printer, please see one of the library staff members for help.

Reference

The library reference section includes a variety of encyclopedias, dictionaries, directories and other materials. Reference materials are for in library use only and may not be checked out.

Reserves

Some required texts and articles for courses are available on reserve at the circulation desk at the request of individual instructors. Reserve materials can be checked out for two hours at a time with a valid student I.D. Reserve materials returned after the 2 hour loan period are subject to \$2.00 per hour fine.

DVDs/Videotapes & Audiotapes

DVDs and videotapes may be checked out for three days, unless the item is needed for a class. There is a \$5.00 per day charge for overdue DVDs and videos. The online catalog provides the easiest way to find audiovisual materials in the collection. However, printed lists of video titles are also available at the circulation desk. Audio tapes can be checked out for two days. Duplicating tapes is not permitted unless it is authorized by the Librarian. To search the library's audio tape collection, please inquire at the circulation desk.

Clinical Research Projects, Dissertations, and Master's Theses

Clinical Research Projects (CRP's), dissertations and theses can be checked out for **three weeks**, with two renewals. All CRP's, dissertations and theses are searchable in the Argosy University, Chicago Library Online Catalog. You can also search our online Dissertation/ Theses list, or browse a printed list available at the circulation desk. Overdue fines are \$.15 a day.

Comprehensive Exams

Examples of recent comprehensive exams for masters and doctoral students in psychology are available to students and can be requested at the circulation desk.

Psychological Testing & Assessment Materials

The library has a number of psychological tests that can be checked out for three days at a time, with the exception of scoring templates which are on 2 hour reserve. A list of testing materials is available online or at the circulation desk. Some testing forms, answer sheets, and booklets are available for purchase. Prices are available at the circulation desk. A fine of \$5.00 a day will be charged for overdue testing materials. WAIS-IV and WISC-IV kits are available to students enrolled in the assessment course. WAIS and WISC kits may be checked out on a limited basis (depending on availability) to students not enrolled in an assessment course. Testing materials must be reserved 24 hours in advance. Please e-mail auchilibrary@argosy.edu or call 312-777-7653 to make a reservation.

LIBRARY SERVICES

Reference/ Research Assistance

Whether you need assistance identifying and locating needed information resources for papers and projects, or assistance with searching databases, and retrieving and evaluating information, the reference librarian is available to help. The reference librarian is generally available M-F from 9:00 -5:00. If not available, the reference librarian will respond to e-mail & phone messages and inquiries as quickly as possible. The library director and circulation staff is also available if help is needed. Another option is to use the library's [online chat reference service](#): "Ask-away." This service is staffed 7 days a week, 24 hours a day by professional librarians around the country.

Library Instruction/ Workshops

Every semester, the library offers workshops, as well as individual library and research instruction by appointment or on a drop-in basis if available. Additionally, the library brings information literacy and library research instruction to a number of classes, including professionalization groups, introduction to research courses and more.

Interlibrary Loan

Interlibrary Loan is a service provided to students, faculty and staff to supply materials unavailable in the Argosy University, Chicago Library. The kinds of materials that may be obtained through interlibrary loan include: books or chapters from books, copies of periodical articles, some theses, dissertations, videos and government publications, and recent textbooks, or books required for class.

Not everything that can be cited is available for interlibrary loan, including older ERIC documents, unpublished papers, or in some cases, videos and dissertations. Also, a single item may not be requested more than once per semester, regardless of who initiates the request. Your interlibrary loan librarian will contact you if an item cannot be obtained.

Requests may be submitted online through EBSCO or through the form provided at www.auchicagolib.org. The library charges a \$1.00 fee for articles. The copy fee is waived if there is a fee charged by the lending library. The interlibrary loan staff will contact you if there are any fees other than the \$1.00 copy charge (unless you indicate the maximum amount). There is no additional charge for books.

Materials ordered through interlibrary loan arrive within anywhere between 2 to 10 days. Some materials may take longer. Although Argosy University, Chicago students do not have direct borrowing privileges at local libraries and universities, most libraries allow non-affiliated users to browse and make copies. Some libraries, such as Loyola and University of Chicago require an "Info Pass" which is available through the reference librarian at Argosy University, Chicago Campus. A full list of local and university libraries with contact information and hours is available in the library.

Library Card Reimbursement Program

With the purpose of ensuring that students have book borrowing privileges and access to an expanded collection of knowledge and information, Argosy University, Chicago will reimburse students up to \$75 per academic year for one library card from a library in their area, upon request. Please contact the library for more information.

FACILITIES AND EQUIPMENT

Computers and Wireless Access

There are two computer labs dedicated exclusively to Argosy University, Chicago students: in the library and in rooms 1318 & 1319. Additional computers are also available in the Academic Learning Center. Some specialized software programs are available in the labs, including SPSS, N-Vivo, RIAP , Rorschach, WISC-IV and WPPSI . Please be aware that use of computers in the library & computer labs is for academic purposes only. Wireless internet access is available throughout the campus. Instructions are available in the library, and are provided at orientation.

Group Study Rooms

Two study rooms are available for groups of 2-6 people. It is possible to reserve a room ahead of time by calling the circulation desk at 312-777-7653 or e-mail auchilibrary@argosy.edu.

Photocopy Machines

There are two copy machines available for student use near the circulation desk. Copy cards are available at the circulation desk and may be recharged through the copy card dispensing machine located near the copiers. Copies are \$.10 per exposure. The circulation desk may not be able to make change, so please come prepared. Use of copiers subject to U.S. copyright law (Title 17, U.S. Code) which governs the making of photocopies or other reproductions of copyrighted material.

Audiovisual Equipment

The library has several transcribers for regular and mini-cassettes available at the circulation desk, as well as DVD camcorders and audiocassette recorders. Equipment can be reserved by calling 312-777-7653 or by e-mailing auchilibrary@argosy.edu. When making a reservation, please make sure to leave your name and when you will need the item.



SECTION FOUR

STUDENT SERVICES AND RESOURCES

ARGOSY UNIVERSITY STUDENT PORTAL

Argosy University Student Portal can be used to view your academic record and print grades, register for classes, pay your tuition and print statements, check your financial aid status, review your account, access eCollege or eCompanion, and check your Argosy University email.

- Go to <https://mycampus.argosy.edu>
- 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 and print grades, register for classes, pay your tuition and print statements, check your financial aid status, review your account, access eCollege or eCompanion, and check your Argosy University email 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.

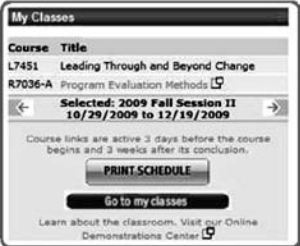
To Access your Argosy University Email Account while you are in the Student Portal*:

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.



ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION FOR STUDENTS

Online Learning Platform	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
Accessing eCollege through the Argosy University Student Portal	<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. 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.  <p>You will have access to your courses 3-days before the first day of a session.</p>
eCollege Technical Requirements	<ol style="list-style-type: none"> 1. Go to http://myeclassonline.com; click “NO” on the pop up window 2. Click “Technical Requirements”; click “NO” on the pop up window
eCollege Student Orientation Course	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.
Participation	You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.
Textbooks	<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>
Online Classroom Support	<ul style="list-style-type: none"> ◦ 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) ◦ Contact your instructor for questions about course requirements. ◦ Contact your campus if you believe you are enrolled in the wrong class or section.

Updated: March 2010

TRANSCRIPTS

Requests for transcripts are made to the Student Services Department. Argosy University, Chicago provides a transcript request form which can be obtained from the Student Services Department, or online at www.auconnection.net/chicago. The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that all transcript requests be submitted in writing and be signed by the former or current student. Please refer to the Academic Catalog for the full FERPA policy. Telephone requests for transcripts cannot be processed. Requests submitted by fax 312.777.7746 that includes the student's name, ID number, date of birth, address to be sent, and signature are acceptable. The Student Services Department will release transcripts only when students have met all their financial obligations to the University. There is no charge for transcripts but "Express Transcripts" may be processed in 2 business days for a charge of \$20. Transcripts take 5 to 10 working days to process.

REGISTRATION

Registration procedures are set up to provide maximum flexibility for students. Argosy University, Chicago offers online registration during predetermined periods of time, as well as paper registration which can be emailed, faxed, dropped off or mailed on an as-needed basis. Each semester, an email detailing information about registration policies, deadlines, payment options and refund policies is sent to students at their Argosy University email accounts. This email also contains instructions for how to use the online registration system and course schedules for all available formats, including classroom, blended, and online.

REGISTRATION DEADLINES AND DATES

In order to provide flexibility of registration options, there are several registration deadlines and dates which vary depending upon the student's payment method, status and program.

1. **Payment Deadlines:**

Financial Aid Students must have a complete and approved financial aid application prior to the registration period. If financial aid does not cover the total tuition and fees for the registration period, students must provide an additional payment method through the Payment Arrangement Form.

Cash pay students (students not on financial aid) must provide a Payment Arrangement Form with a valid form of payment during the pre-registration period. This form is due on the date published in the Registration Bulletin which is prior to registration. Students will have to provide a credit card number to register without financial aid.

2. **Priority Registration:**

Time Tickets are set to allow students with more credits to register earlier for classes.

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

New Student Priority Registration: New students may have an opportunity to register for classes prior to priority registration for classes specifically offered for first year students.

3. **Late Registration:**

Late registration will be allowed with the permission of the Student Services Department, provided that the courses have not been closed to additional enrollment. Students are assessed a \$50 late registration fee if they register during the late registration period as listed in the Registration Bulletin.

4. **Failure to Register:**

Students who do not attend class or register for a full semester may be dropped from the program and subject to the reinstatement process before being allowed to return.

5. Add/Drop Registration:

Students may change their registration online during the online registration period.

After online registration is over, students must complete an Add/Drop Form and submit it to the registrar. There is a \$50 fee for dropping a class after the start of the term. The Add/Drop Form and the Academic Catalog outline the impact of adding and dropping classes on students' grades, financial aid, international status, and VA benefits. Add/Drop Forms are available online at www.auconnection.net/chicago.

Courses dropped before the first 10 percent of the term or instructional time has been completed will be removed from the transcript. Courses dropped after the first 10 percent and before 67 percent of the term or instructional time has been completed will reflect the grade of "W" (Withdrawn) on the transcript. Students may not drop courses after 67 percent of the term or instructional time has been completed.

6. Course Availability/Cancellation:

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

7. Payment Deadlines:

Students are subject to payment deadlines as outlined in the *Registration Bulletin*, *Academic Catalog* and on the payment forms. These policies require students to be paid in full for the prior term at the point of registration and have a payment set up according to payment policies or have a complete and approved financial aid application on file which covers tuition for the term the student is registering for. Students will have a hold on their account at the point of registration or will have their registration returned if the above conditions are not met.

8. Holds:

Students must clear all holds on their account prior to registering. Holds may be placed on student accounts for incomplete registration, incomplete admissions or financial documentation, balances on their accounts from previous terms, incomplete financial aid, and library materials not returned. Students must contact the appropriate department to clear a hold on their account.

9. Automatic Registration:

Automatic registration may be used for students who must be continually enrolled in a course, which does not require them to be on campus. Automatic registration may only be used for Internship, Practicum, Advanced Group Leadership, 2nd term Professionalization Groups, Personal and Professional Development Groups and Clinical Research Projects / Dissertations.

COURSE TRANSFERS AND WAIVERS

TRANSFER CREDITS

The Student Services Department will publish the procedures to be observed in submitting external transfer and transfer requests. A copy of the Course Transfer Guidelines can be obtained from the Student Services Department, or online at www.auconnection.net/chicago.

STUDENT AFFAIRS

DISABILITY & ACCOMODATION SERVICES

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

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

Students who believe they are in need of accommodations should contact the Student Services office. If you have a concern or complaint in this regard, please contact the Director of Student Services, Eric Ziehlke, at 312.777.7637 or eziehlke@argosy.edu, or the Associate Director of Student Services, Jennifer FitzGibbon, at 312.777.7638 or jfitzgibbon@argosy.edu. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

REFERRAL SERVICES

Career Services, Student Services and the Academic Resource Departments provide a variety of referral services to assist students in addressing specific needs. Among those most useful to students are peer tutorial assistance, lists of available employment positions and lists of area therapists.

INFORMATION CHANGES

It is the student's responsibility to report all changes in name and address to the Student Services office.

Address and Name Change Procedures

Changes of Address/Change of Name Forms are located in the Student Services Window. Forms are also located online at the Student Services page on www.auconnection.net/chicago. Change of Address/Name Change Forms should be submitted to the Student Services office. You may also update your contact information on the Student Portal. Please allow one week for updates. Addresses and names can be viewed for accuracy on Student Portal.

HEALTH AND LIABILITY INSURANCE

Liability Insurance

All students on Practicum or Internship are required to pay for professional liability insurance. This fee is added to all practical classes and is included in Internship fees or Clinical Psychology programs. Questions about liability insurance should be directed to the Training Department.

Student Health Insurance

Argosy University, Chicago makes available to students a student health insurance plan through a third party provider. Contact student services for more details.

STUDENT EVALUATIONS AND SURVEYS

Students will be given confidential mid-term course evaluation forms at the mid point of each course and end-of-term course evaluations at the completion of each course. These confidential surveys are used to track progress and provide feedback to instructors. Student feedback is essential to providing quality instruction.

GRADUATION

PETITIONING TO GRADUATE

Specific program graduation requirements are outlined in the *Argosy University Academic Catalog*.

Students who are planning to graduate need to submit a Petition to Graduate Form along with the \$175.00 graduation fee (payable by check or credit card) to the Student Services Office **no later than the first day of the last term in which they plan to register**. Students who hand in their Petition to Graduate Form incomplete will not be processed until the following term and may not be allowed to participate in the graduation ceremony.

Petition to Graduate forms are reviewed after final grades are received for the term in which the student submits the form.

It is the student's responsibility to make sure all "Incomplete" and "In-Progress" grades are updated/completed by their final semester. In addition, all program requirements, including meeting practicum, internship, CRP/Dissertation must be complete by the end of the term in which the student plans to graduate. Students are encouraged to review their academic transcripts every semester to make sure any "Incomplete" or "In-Progress" courses have been updated.

Students are allowed to walk in the graduation ceremony only if they complete all program requirements (including "Incompletes", CRP/Dissertation requirements, practicum/internship contract requirements, and course repeats) by the end of the term prior to the graduation ceremony itself, or by the deadline established by the Student Services Office. For example, given a November graduation ceremony, if a student completes internship after the completion of the Summer semester, but prior to the deadline established by Student Services for the ceremony, the student would be allowed to participate in the graduation ceremony.

DIPLOMAS

Diplomas are ordered once every term after the end of the term in which the student completes their requirements and after all grades for the term have been submitted. Students who have "Incomplete" or "In progress" grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. Diplomas take approximately two months to be processed.

COMMENCEMENT SERVICES

Commencement Services are held for students annually in the fall for students who graduated in the previous summer, spring and fall terms. Please see the Petition to Graduate form located online at www.auconnection.net/chicago. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP/Dissertation requirements, practicum/ internship contract requirements, and course repeats).

STUDENT FINANCE

The Student Finance office is available to answer questions about financial aid, billing issues, payment plans and scholarships. Students can also view their accounts, financial aid history and status, and payments on Student Portal. All forms and links to financial aid applications and resources can be found at www.auconnection.net/chicago

Please also review the “Financial Policies and Assistance” section of the Academic Catalog for current financial responsibilities to ensure registration completion.

Resources Available through the Student Finance office include:

- Direct Deposit Form
- Payment Plan Form
- Argosy University Financial Aid Guide
- Financial Aid Lender and Contact List
- Loan Consolidation Kits
- Federal Financial Aid Applications
- Alternative Loan Applications (Credit Based Loans)
- Scholarship and Grant Applications
- Loan Deferment Documentation
- Other resources as necessary.



SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Chicago provides the Campus Security Report to all of its employees and students as part of the Argosy University, Chicago commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact the Campus President, Dr. Michael J. Falotico at 312.777.7735 or mfalotico@argosy.edu.

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

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campuses of Argosy University, Chicago or in facilities controlled by Argosy University, Chicago are prohibited by college regulations and are incompatible with the Argosy University, Chicago 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, Chicago has adopted this policy to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short-Term Risks

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

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach

- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males—testicular atrophy and breast enlargement
- In females—increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10–12 years.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriant (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

Argosy University, Chicago Sanctions

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

Illinois State Laws

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

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

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

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

Federal Sanctions

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

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

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

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

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

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

CONVICTIONS FOR DRUG-RELATED OFFENSES

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

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

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

COUNSELING, TREATMENT, OR REHABILITATION PROGRAM

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

Resources For Drug or Alcohol Treatment Centers

New Pathway Counseling Services
4040 N. Kedzie Avenue, 1st Floor
Chicago, IL 60618
773-463-6997

Chicago Center for Family Health
35 E. Wacker Drive, Suite 2700
Chicago, IL 60601
312-372-4731

Genesis Therapy Center
30 N. Michigan Avenue, Suite 1922
Chicago, IL 60602
312-460-8388

Healthcare Alternative Systems –
Western Avenue
4534 S. Western Ave.
Chicago, IL 60609
773-254-5141

Howard Brown Health Center
4025 N. Sheridan
Chicago, IL 60613
773-388-1600

Human Resource Development Institute
222 S. Jefferson
Chicago, IL 60661
312-441-9009

APPENDIX I

FACULTY LISTING

Argosy University, Chicago has a highly experienced core faculty with extensive backgrounds in a wide range of experiential situations. Most of our core faculty have been practitioners, trainers and teachers for over 10 years, and a significant number have pursued advanced training.

Below is a list of our core faculty at Argosy University, Chicago.

ADMINISTRATION

Michael J. Falotico, PsyD
Adler School of Professional Psychology
Campus President

Susan Sances, PsyD
Illinois School of Professional Psychology
Vice President of Academic Affairs

COLLEGE OF BUSINESS

Alan Burns, PhD
Kent State University
Program Chair, Graduate Business

Bharat Thakkar, PhD
Illinois Institute of Technology
Associate Professor

COLLEGE OF EDUCATION

Tim Brown, EdD
Indiana University
Program Chair, Education, Organizational Leadership

Florine Robinson, EdD
Northern Illinois
Associate Professor

Deborah Hill, PhD
Northwestern University
Associate Professor

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ARGOSY UNIVERSITY, CHICAGO

CLINICAL PSYCHOLOGY

Penny Asay, PhD
University of Maryland, College Park
Assistant Professor

Sue Bae, PhD
University of Chicago
Associate Professor

Jenine Chiles, PsyD
Illinois School of Professional Psychology
Consortium Director/Assistant Professor

Charles E. Davis, PhD
University of North Carolina, Chapel Hill
Associate Professor

Judith Flaxman, PhD
Northwestern University
Professor

Adam Froerer, PhD
Texas Tech University
Assistant Program Chair of MA in Clinical Psychology and MA in Industrial Organizational Psychology /Assistant Professor

Kathy P. Goggin, PsyD
Illinois School of Professional Psychology
Associate Professor

Leah S. Horvath, PhD
University of Kentucky
Associate Chair Clinical Psychology Program/ Assistant Professor

Mark Kiel, PsyD
Illinois School of Professional Psychology
Associate Professor

Brigid Kleinman, PhD
Emory University
Assistant Professor

Myra M. Lawrence, PsyD

Illinois School of Professional Psychology
Professor

Myra Leifer, PhD

University of Chicago
Professor

Robert Marshall, PhD

University of Chicago
Director of Training

Steven Miller, PhD

Loyola University Chicago
Assistant Professor

Kathleen O'Brien, PhD

Arizona State University
Professor

Scott D. Pytluk, PhD

University of California
Associate Professor

Mirjam Quinn, PhD

Purdue University
Assistant Professor

Christopher Rector, PhD

Loyola University Chicago
Assistant Professor

Peter Reiner, PhD

University of North Carolina, Chapel Hill
Associate Professor

Neal Rubin, PhD

University of Chicago
Professor

Eliezer Schwartz, PhD

Illinois Institute of Technology
Professor

Rahul Sharma, PsyD

Chicago School of Professional Psychology
Assistant Professor

Annemarie Slobig, PsyD

Illinois School of Professional Psychology
Program Chair, Clinical Psychology

COUNSELOR EDUCATION PROGRAMS

Tsui-Yee Chow, EdD

Northern Illinois University
Program Chair, Counselor Education

Gary Koch, PhD

Southern Illinois University
Director of Training/Associate Professor

Margaret Smith-Zoeller, PsyD

Chicago School of Professional Psychology
Associate Director of Training/Assistant Professor

Andrew Suth, PhD

University of Chicago
Associate Professor

John Tirado, PhD

Illinois Institute of Technology
Associate Professor

Courtland Tisdale, PhD

Northwestern University
Assistant Professor

David J. Van Dyke, PhD

University of Georgia
Associate Professor

Margaret Warner, PhD

University of Chicago
Professor

Julie Wernke, PhD

University of Cincinnati
Assistant Director of Training/Assistant Professor

Torrey Wilson, PhD

Loyola University Chicago
Associate Professor

Marjory Witty, PhD

Northwestern University
Professor

Sandra G. Zakowski, PhD

Uniformed Services University of Health Sciences
Associate Professor

Kaveh Zamanian, PhD

California School of Professional Psychology
Associate Professor

Susan S. Zoline, PhD

DePaul University
Associate Professor

Kent Provost, PhD

Idaho State University
Assistant Professor

Shedeh Tavakoli, PhD

Wayne State University
Assistant Professor

COLLEGE OF UNDERGRADUATE STUDIES

Jerome Wilczynski, PsyD

Illinois School of Professional Psychology
Program Chair, Undergraduate Programs

APPENDIX II

CAMPUS DIRECTORY

Argosy University, Chicago

225 N. Michigan Ave
Chicago, Illinois 60601

Campus Main Phone: 312.777.7600 Toll Free: 800.626.4123

Campus Main Fax: 312.777.7748

Argosy University Online 866.427.4679

Website: www.argosy.edu

Campus Website: www.auconnection.net/chicago

All phones may be reached by dialing 312.777.plus 4 digit extension

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

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

ADMINISTRATION

Name	Extension	Title
Ayers, Irene.....	7630	Director, Administrative & Financial Services
Erickson, Robert.....	7737	Administrative Service Manager
Falotico, Michael	7735	Campus President
Heenan, Colleen	7736	Executive Assistant
Houston, Kristina	7654	Human Resources Generalist
Mejia, Dervin	7647	Mailroom Coordinator
Sances, Susan.....	7731	Vice President of Academic Affairs
Tobler, Debra.....	7601	Administrative Assistant

ADMISSIONS

Name	Extension	Title
Anderson, Dana.....	7613	Assistant Director of Admissions
Beal, Laura.....	7611	Associate Director of University Outreach
Clarke, Amie	7614	Assistant Director of Admissions
Dahl, Ivy	7612	Assistant Director of Admissions
Dill, Lisa.....	7615	Assistant Director of Admissions
Hagood, Yasia.....	7704	Assistant Director of Admissions
Holton, Christa	7605	Senior Director of Admissions
Hsue, Katlin.....	7608	Coordinator of Admissions
Hudson, Vania	7674	Associate Director of University Outreach
Loobey, Kelly.....	7703	Director of Admissions
McCarville, Tyler.....	7636	Assistant Director of Admissions
Messacar, Jody.....	7619	Assistant Director of Admissions
Olendorf, Rachel.....	7618	Assistant Director of Admissions
Rooney, Mary Pat	7662	Assistant Director of Admissions
Ruiz, Ivan.....	7617	Assistant Director of Admissions
Skorek, Kazia.....	7717	Assistant Director of Admissions
Smith, Jennifer	7606	Assistant Director of Admissions
Spears, Tina	7666	Assistant Director of Admissions
Thurston, David.....	7623	Assistant Director of Admissions

Torres, Elizabeth	7627	Receptionist
Tremayne, Regina	7607	Managing Associate Coordinator of Admissions
Walters, Kristopher	7714	Assistant Director of Admissions
Whitlock, Chelsea	7692	Assistant Director of Admissions
Zartler, Jackie	7724	Assistant Director of Admissions
Admissions Fax.....	312.777.7750	

CAREER SERVICES & ALUMNI RELATIONS

Name	Extension	Title
Open.....	7660	Director of Career Services & Alumni Relations

COLLEGE OF BUSINESS

Name	Extension	Title
Burns, Alan.....	7715	Program Chair
Lowe, Eric	7721	Department Administrator
Thakkar, Bharat	7716	Associate Professor

COLLEGE OF EDUCATION

Name	Extension	Title
Brown, Tim	7648	Program Chair
Hill, Debra	7624	Associate Professor
Jacob, Renae	7688	Faculty
Lianna Wright	7710	Department Administrator
Robinson, Florine	7722	Associate Professor
Swenson, Stuart.....	7720	Associate Professor

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ARGOSY UNIVERSITY, CHICAGO

CLINICAL PSYCHOLOGY DEPARTMENT

Name	Extension	Title
Johnson, Toniqa.....	7672	Department Administrator
Horvath, Leah	7681	Associate Program Chair
Slobig, Annie.....	7680	Dean, ASPP Program Chair
Asay, Penny.....	7713	Assistant Professor
Bae, Sue.....	7682	Associate Professor
Davis, Charles	7684	Associate Professor
Flaxman, Judy	7685	Professor
Froerer, Adam	7709	Associate Program Chair
Goggin, Kathy	7687	Associate Professor
Harrington, Valerie	7659	Assistant Professor
Kiel, Mark.....	7671	Assistant Professor
Lawrence, Myra	7689	Professor
Leifer, Myra	7690	Professor
Miller, Steven.....	7658	Assistant Professor
O'Brien, Kathleen	7691	Assistant Professor
Pytluk, Scott	7693	Associate Professor

Quinn, Mirjam.....	7634	Assistant Professor
Rector, Christopher	7725	Assistant Professor
Rubin, Neal.....	7695	Professor
Schwartz, Eliezer.....	7696	Professor
Sharma, Rahul.....	7707	Professor
Suth, Andrew	7697	Assistant Professor
Tirado, John	7698	Associate Professor
Tisdale, Courtland.....	7712	Assistant Professor
Van Dyke, David.....	7699	Associate Professor
Warner, Margaret.....	7701	Professor
Wilson, Torrey	7616	Associate Professor
Witty, Marge.....	7702	Professor
Zakowski, Sandra	7688	Associate Professor
Zamanian, Kaveh.....	7683	Associate Professor
Zoline, Susan.....	7704	Associate Professor
Clinical Psych Fax.....	312.777.7748	

COLLEGE OF UNDERGRADUATE STUDIES

Name	Extension	Title
Flanagan, Anne	7723	Assistant Professor
Lowe, Eric	7721	Department Administrator
Sargent, Harold	7657	Faculty
Wilczynski, Jerome.....	7677	Program Chair of Undergraduate Studies

COUNSELOR EDUCATION DEPARTMENT

Name	Extension	Title
Chow, Tsui-Yee.....	7679	Program Chair
Koch, Gary	7694	Director of Training
Open.....	7730	Department Administrator
Provost, Kent.....	7641	Assistant Professor
Tavakoli, Shedeh.....	7706	Assistant Professor

LIBRARY SERVICES

Name	Extension	Title
Chen, Qi.....	7650	Director of Library Services
Circulation Desk.....	7653	
Flanagan, Anne	7645	Senior Writing Specialist, Academic Learning Center
Kallista, Fay	7651	Librarian
Library Fax	312.777.7749	

PSYCHOLOGICAL SERVICES CENTER

Name	Extension	Title
Chiles, Jenine	7678	Director
Appointments	7727	

STUDENT FINANCE

Name	Extension	Title
Berkoff, Lyudmila.....	7620	Director of Student Financial Services
Cummings, Alexandria.....	7621	Student Finance Assistant
Castaneda, Jose	7661	Student Finance Assistant
Smith, Zachary.....	7640	Student Finance Assistant
Student Worker.....	7705	
Student Finance Fax	312.777.7625	

STUDENT SERVICES

Name	Extension	Title
Anderson, Janice.....	7622	International Advisor
Awadallah, Nadjeh	7673	Student Advisor, Clinical Psychology Programs
Blotnick, Nicole	7639	Student Advisor, Undergraduate Program
FitzGibbon, Jennifer.....	7638	Associate Director of Student Services
Heinemann, Melissa.....	mheinemann@argosy.edu	IRB Coordinator
Malloy, Nora-Lisa	7609	New Student Coordinator
Pierce, Heather.....	7628	Student Advisor, Counselor Education Programs
Shippen, Tyler	7635	Registrar
Ziehlke, Eric	7637	Director of Student Services
Student Services.....	7686	
Student Services Email.....	auchicagostudentserv@argosy.edu	
Student Services Fax.....	312.777.7625	
Registrar's Fax	312.777.7746	

TRAINING DEPARTMENT

Name	Extension	Title
Chiles, Jenine	7678	Consortium Director
Kastel, Ilene	7646	Training Department Counselor
Marshall, Robert	7670	Director of Training
Martin-Hayes, Esther.....	7665	Coordinator of Clinical Training
Wernke, Julia	7669	Associate Director of Training
Training Student Workers ..	7667	
Training Department Fax...	312.777.7747	

APPENDIX III

ACADEMIC AND HOLIDAY CALENDAR

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

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
Commencement Ceremony 2010
- 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, 2010 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
EOB as posted by Student Services/Registrar office hours
- 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
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