
OUR MISSION

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



Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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



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ARGOSY UNIVERSITY®

CALENDAR YEARS

2010

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SECTION I

INTRODUCTION

ABOUT THIS HANDBOOK

The *Argosy University, Sarasota Student Handbook* is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. The Argosy University, Sarasota Student Handbook incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Regulations and procedures found in these documents are considered to be a part of this handbook. Make sure to reference your academic catalog.

WELCOME

On behalf of all of the faculty and staff in Sarasota, welcome to Argosy University, Sarasota! Let us take this opportunity to congratulate you on your decision to further your education. We pride ourselves on our outstanding customer service and our ability to offer a quality educational experience to working professionals. We are confident that you will be pleased with your decision.

Argosy University has campuses located throughout the United States. Argosy University, Sarasota's programs in the College of Education, College of Psychology and Behavioral Sciences, and the College of Business offer a flexible combination of distance and residence formats, which are the hallmark of our campus. By choosing to attend Argosy University, Sarasota, you have the advantage of flexible, self-directed study, and face-to-face interaction with your faculty and peers, all while having the opportunity to maintain a family, work, and life balance!

Our courses are developed and taught by faculty members who have advanced academic credentials and real world experience. This blend of academics and practical application makes what you learn today applicable tomorrow in the workplace. You will realize that our faculty members are dedicated to the academic success of our students.

This handbook will provide you with practical information that will ease your transition back into academia and will assist you in your studies at Argosy University, Sarasota. Please remember that this handbook is not the end of your assistance on our campus; we have a dedicated staff who seek to help you pursue your educational goals, and will be with you every step of the way. Please call on any of us any time you need assistance throughout your program. We wish the best of luck to you in your studies. Thank you for allowing us to be a part of your plans for achieving your academic and career goals.

Sincerely,

Dr. James Hadley, PhD

Campus President

Argosy University, Sarasota

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Sarasota 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, Sarasota 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 II

CAMPUS INFORMATION

FACILITIES

Argosy University, Sarasota is housed in a 33,000 square-foot facility located at 17th Street and Honore Avenue in beautiful northeastern Sarasota, Florida. Our intersession classes provide distance learning students with the opportunity to interact with other learners in formats that work for adult students. The location provides easy access from Interstate 75 at Exit 210, north from Fruitville Road or exit 213, south from University Parkway, as well as from major streets in surrounding communities.

Argosy University, Sarasota has been specifically designed for seminar style instruction. The campus includes a research library, and computer systems with extensive online research databases and data retrieval capabilities. The classrooms are organized primarily for small group instruction, with classes normally conducted as seminars. Fire and safety inspection reports are on file with the campus Director of Administrative Financial Services. The campus is fully operational during normal weekday business hours. However, student services and library hours are adjusted and/or extended to meet the needs of our learners when they are on campus during weekends and evenings. Parking availability extends beyond two acres.

TRANSPORTATION AND HOTEL SERVICES

Argosy University, Sarasota strives to provide an educational experience with the highest academic quality in a variety of flexible formats that bring students from all over the world to study in intensive instructional sessions in Sarasota. Since many of our students are adult learners with careers and permanent residency in locations outside of the Sarasota area, we provide resources to accommodate the needs of those students. Resources include:

- A list of area hotels where we have negotiated special rates.
- The Argosy University, Sarasota Shuttle Service, which runs between the campus and a list of area hotels to provide students with transportation to and from the campus during most on-campus intersession meetings. Reservations are required; contact the campus directly for further information.
- Information about the Sarasota/Tampa Express Shuttle that provides round trip service to and from the Tampa International Airport (fees are applicable).
- Menus and delivery services available from local restaurants.

These resources are updated for currency and posted throughout the campus and at www.argosy.sarasota.edu.

OFFICE HOURS

Regular Office Hours

- Monday through Thursday 8:00am – 6:00 pm
- Friday 8:00am – 6:00 pm

Library Extended Hours

The library will adjust the schedule to open when classes are in session.

Regular Library Hours

- Monday, Friday and Saturday 9:00 am– 5:00 pm
- Tuesday, Wednesday and Thursday 9:00 am – 8:00 pm

Interession Hours

- Monday – Thursday 7:00 am – 9:00 pm
- Friday 7:00 am – 5:00 pm.
- Saturday and Sunday 9:00 am – 5:00 pm

Weekend Interession Hours

- Friday 9:00 am – 8:00 pm
- Saturday 7:00 am – 7:00 pm
- Sunday 7:00 am – 4:00 pm
- Changes in office, student services and library hours will be posted throughout the year.

STUDENT ADVISEMENT

FACULTY ADVISOR

Student advising is an important part of the Argosy University, Sarasota program. Upon admission to a program, each new student is assigned a faculty advisor, who will guide the student in the selection of courses and general academic matters. As soon as a student is accepted to Argosy University, Sarasota, he or she should make an appointment with his or her advisor. Before the appointment, each student should have a list of program courses and a rough outline of the course plan ready to discuss with his or her advisor.

CHANGING ADVISORS

In the event that a student and his or her faculty advisor are unable to develop a harmonious working relationship, the student may request a new faculty advisor, upon written request to the college chair or program chair. If the college chair is the advisor for whom the student seeks a replacement, the written request should be directed to the campus Vice President of Academic Affairs.

SCHEDULING APPOINTMENTS WITH FACULTY MEMBERS

All faculty phone or in-person appointments are scheduled through each college's faculty administrative assistant. First call 800.331.5995 and ask for the appropriate college:

- College of Business
- College of Education
- College of Psychology and Behavioral Sciences
- College of Undergraduate Studies

If voice mail answers, leave a message that includes your name, ten digit telephone number, and the purpose of the appointment (e.g., advising, tutorial, online course, intersession, comps or dissertation).

Once an appointment is made, please call in or arrive at precisely the scheduled time for the appointment.

Appointments are scheduled every half-hour so students may not call in or arrive early or late. For phone appointments, tell the receptionist that you have a phone conference and give the professor's name. Please note that students who habitually miss scheduled appointments will not be given further appointment times until an agreement is reached with the instructor .

EMERGENCY PROCEDURES/CLOSINGS

MEDICAL EMERGENCY

Information is posted throughout the campus concerning hospitals, walk-in clinics, and emergency medical services that will accept students as patients. Students may call the Student Services Office or the campus president's office for further information or referral assistance. During evening and weekend classes, course instructors can assist in providing emergency assistance or referrals to appropriate emergency services, and can notify the appropriate administrative staff.

- If it is determined that the situation requires immediate medical attention, the nearest individual should dial 911 for an ambulance (state your name, address of Argosy University, Sarasota, 5250 17th Street, Sarasota) and describe the situation in detail.
- If the medical problem does not appear to constitute an emergency, any individual should only provide medical assistance to the extent that he or she is properly trained to perform it.
- If the individual requires only minor assistance, first aid can be administered using the first aid kits available at each college reception desk, at each college secretary's desk, at the library circulation desk, in the Admissions Department or in the Student Services Office.
- The campus possesses a defibrillator kit which is located in the first floor lobby near the elevator.

A number of campus staff members have been trained in its proper use. Individuals are strongly discouraged against attempting to use the device during a medical emergency, unless they are both trained and certified in its use.

- Attempt to obtain information relating to the incident, and keep the individual as comfortable and calm as possible until medical personnel arrive or the situation is otherwise resolved.
- Members of the Argosy University, Sarasota community who assist in or witness medical emergencies should report such incidents to the Student Services Office and/or the campus president's office.

WEATHER EMERGENCY

If a weather emergency occurs during business hours, the campus president, or another administration representative, will attempt to notify those students and employees scheduled to arrive on campus, (within the time affected by the weather emergency), to remain at home until further notice. Students and employees already on campus will be instructed to seek shelter in specified areas or return home, depending on the extent and duration of the impending weather emergency. If a weather emergency occurs or is expected to occur during non-working hours, the campus president will attempt to notify employees and students of the expectations for the next school day. When the campus president or other administration representative makes a decision to cancel scheduled classes or close the campus due to an emergency, the necessary information will be released to the local radio stations, currently including WSRZ 107.9, WCTQ 106.5, WDDV 92.1, WTZB 105.9, WAMR 1320, and WSRQ 1450.

Upon declaration of an emergency and the implementation of the disaster plan, only those employees directly involved in securing the facility and equipment should remain on campus. If the emergency allows no time to seek shelter elsewhere, employees and students should relocate themselves to interior hallways and rooms and away from windows, doors and exterior walls. Optimal shelter can be achieved through remaining in hallways along elevator shafts and near firewalls. During such an event, no students or employees should attempt to operate phones or electronic equipment, except to call for emergency assistance if the situation requires. Under no circumstances should doors or windows be opened until the situation is determined by the National Weather Service to no longer be a threat.

FIRE EMERGENCY

If a fire is observed on campus, the primary objective is to prevent personal injury or loss of life to those present on campus. The safety of equipment and assets is secondary to this concern. The individual first observing the fire should immediately activate the fire alarm and dial 911 for the fire department (state your name, address of Argosy University, Sarasota, 5250 17th Street, Sarasota) and describe the situation in detail. Individuals inside the building should be told to leave through the nearest exit. While waiting for assistance to arrive, the nearest fire extinguishers can be utilized to protect the structure and equipment. This action is only to be considered when done safely without the risk of personal injury, and should in no way prevent anyone from seeking safe exit from a dangerous situation.

REPORTING HEALTH OR SAFETY HAZARDS

Students should immediately report health or safety hazards to the Student Services Office or the campus president. Any accident or injury, no matter how slight, should also be reported immediately.

CHILDREN AND FAMILIES OF STUDENTS

From time to time, children accompany parents to our campus. If you are conducting a short visit to the campus when you are not attending class, you are more than welcome to bring your children as long as you are supervising them at all times. Please be mindful, however, that children are not permitted in the Argosy University, Sarasota classrooms and are not permitted to use the library or computer resources.

If you are not a resident of Sarasota and you will be bringing your family to Sarasota, we provide a list of Sarasota information for children and families of students. The list is posted and periodically updated at www.argosy.sarasota.edu for student reference. It contains web sites and telephone numbers for Sarasota area children's programs and other recreational activities.

Argosy University, Sarasota provides this information in the hope that the family members of our students are able to find entertaining and educational activities while visiting Sarasota. The links provided within the references are for informational purposes only. Argosy University, Sarasota does not warrant, guaranty or endorse the services, prices, availability or quality of any of the information presented regarding outside resources.

SMOKING POLICY

Argosy University, Sarasota complies with the Florida Clean Indoor Air Act/Smoking Bill that prohibits smoking or the use of tobacco products inside any campus building. Smoking areas may be designated outside the building.

TECHNICAL REQUIREMENTS

All students are required to meet the following minimum technical requirements. In addition, students are expected to have the ability to effectively use this technology in the learning environment.

Argosy University, Sarasota students should:

- Have a PC at home with access to the Internet.
- Be comfortable navigating the Internet, sending and receiving e-mails and downloading files, as well as comfortable using Microsoft Office word processing and spreadsheet documents.

WIRELESS ACCESS

Argosy University, Sarasota provides wireless access to students who have laptop computers for use throughout the campus.

In order to utilize the Argosy University, Sarasota wireless network, a student must have the following:

- Windows 2000, Windows XP or Vista
- 802.11b or 802.11g wireless capability or 802.11n
- All windows critical updates
- Updated virus scanner

Once arriving on campus, students may come by the IT department to have their laptop checked for requirements.

ELECTRONIC COMMUNICATION REQUIREMENTS AT ARGOSY UNIVERSITY, SARASOTA

Platforms currently used for communication and access to information are outlined below.

- Argosy University, Sarasota's web site and e-mail system - www.argosy.sarasota.edu.
- Argosy University web site at www.argosy.edu – Students' online access to general information about Argosy University, online course schedules and links to other resources.
- Student Portal link at <https://mycampus.argosy.edu> - Students' online access to their student records

ARGOSY UNIVERSITY STUDENT PORTAL

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

- Go to <https://mycampus.argosy.edu>.
- Click on **Enter Secure Area**. Log on to Argosy University Student Portal using your username and your password. You will be prompted through a series of screens to setup your login information and security questions. Once you have completed the setup you will be redirected to login to the Student Portal with your newly created login information.
- To view your academic record, register for classes, pay your tuition, and check your financial aid status click on the link for **My Self Service**.
- While in the My Self Service area, make sure to click on the link **My Profile**, then **My Information**. Under the link for My Information you will be able to view your Argosy University email address.


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

All University correspondence will be sent to your Argosy University email account.

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

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

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 window2. 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"> o Contact the Student Technical Help Desk for support using the Student Portal, online eCollege classroom, Argosy Digital Bookshelf and eBooks, or student email at 1.866.4.ARGOSY (1.866.427.4679) o Contact your instructor for questions about course requirements. o Contact your campus if you believe you are enrolled in the wrong class or section.

Updated: March 2010

SECTION III

LIBRARY, COMPUTER LAB AND TEXTBOOKS

LIBRARY

The Argosy University, Sarasota library is one of 19 Argosy University libraries. The Argosy University, Sarasota library maintains a focused collection of print and electronic resources to support the studies of our students and faculty members in the fields of business, information technology, education, human development, professional psychology, and behavioral sciences. The library houses specialized collections of books, journals, dissertations and online databases to provide easy access to information needed for research and study.

Students have access to electronic library resources and databases if they are working on or off campus. To access the Argosy University, Sarasota databases, students need Netscape Navigator or Microsoft Internet Explorer and Adobe Acrobat Reader. Enrolled students are provided with passwords to access specialized academic online databases. Database addresses and passwords are subject to change and are posted on the library section of www.argosy.sarasota.edu, Argosy University, Sarasota's web site. Full text databases, such as Ebsco's Academic Abstracts, Psychology & Behavioral Science Collections at <http://search.epnet.com/log-in.asp>, LIRN's <http://www.lirn.net/auth>, ABI Inform, Student Resource Center and a variety of other databases support the curriculum. In addition, students have access to full text books via the library online catalog at <http://library.argosy.edu>. Extensive lists of available databases and library services are regularly updated and available at www.argosy.sarasota.edu. Information is also available at www.argosy.edu/sarasotalib.htm. Basic instruction in online searching is provided by the librarian in research classes or by individual instruction. The librarian is accessible by e-mail or toll-free telephone, and information may be e-mailed, faxed, or mailed to students. Interlibrary loans of journal articles are made available to students for a nominal fee.

Computer Labs

The computer labs are housed in the library area and boast high-speed Internet access, many PCs, and several Macintosh computers. Microsoft Office is the Argosy University, Sarasota's standard software package. A copy machine and network printers are also available for student use.

ARGOSY UNIVERSITY INFORMATION LITERACY TUTORIAL

Log-on and complete this tutorial at <http://library.argosy.edu/infolit/> to learn some of the online research techniques you will need to be successful in your studies at Argosy University, Sarasota.

TEXTBOOKS AND MATERIALS

Textbooks may be purchased through MBS Direct by internet, telephone, fax or by mail, but purchase through MBS Direct is not required. In addition to the textbook(s), some courses may include article reprints for supplementary reading. These reading packets may also be purchased through MBS Direct.

- Telephone: 800.325.3252
- International Telephone: 573.466.5299
- Fax: 800.499.0143
- International Fax: 573.446.5254
- Online: <http://www.mbsdirect.net/>
- Mail Order: Post Office Box 597, Columbia, MO 65205
- Express Order: 2711 West Ash, Columbia, MO 65203

Note that mail orders must be for the price of a new book. If you prefer a used book, and used is available, a check will be issued for the difference. If you have any questions or comments about MBS, please contact us at 800.331.5995. Students have the option of purchasing new or used texts; ordering by mail, fax, or phone; 24-hour turnaround time and a buyback program for used texts.

Students should have the following information ready when contacting MBS:

- Semester (fall, spring, or summer) Note: dates are helpful.
- Class type (Intersession, Regular, or Online)
- Course number (e.g. B6403, or E6444, etc.)
- Campus – For Argosy University, Sarasota hosted courses, select Argosy University, Sarasota, for nationally hosted courses, please select Argosy University – Online Programs and for courses hosted by other campuses, please select that campus.

A list of textbooks required for Argosy University, Sarasota courses is also available at www.argosy.sarasota.edu. This list includes ISBN numbers. Students who choose to purchase books from a source other than MBS Direct should use this list to ensure that they have the appropriate books and other required course materials. Students who purchase books from other sources or used books should also ensure that all supplemental materials provided with the new book listed on MBS Direct are included.

ELECTRONIC BOOKS

Some programs will utilize an electronic book. Once registered for a course, students 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 IV

STUDENT SERVICES AND RESOURCES

REGISTRAR

TRANSCRIPT REQUESTS

All requests for transcripts, both official and unofficial, should be made in writing to the Registrar's Office.

All requests for transcripts should include the following information:

- Name
- Student ID number
- Address to which transcript will be sent
- Student's signature

The Family Education Rights and Privacy Act of 1974 requires that all third-party transcript requests be submitted in writing and be signed by the former or current student. For the full FERPA policy, please refer to the *Argosy University 2010-2011 Academic Catalog*. Telephone requests for transcripts cannot be processed. Requests received by fax are accepted.

Any student who is financially indebted to the institution WILL NOT be eligible to receive official transcripts.

REGISTRATION AND ENROLLMENT

Argosy University, Sarasota publishes a year-long schedule during the summer semester of each academic year. However, the schedule is subject to change throughout the year. Students should refer to the current course schedule posted at www.argosy.sarasota.edu before completing a registration.

Students may register for courses with the Registrar's Office by telephone, fax, mail, or directly through www.argosy.sarasota.edu using the electronic registration form. Once a registration is processed, students may confirm their registration online through Student Portal at <https://mycampus.argosy.edu>. Students who would like to register for any online course should contact their academic advisor.

ACADEMIC CALENDAR AND ENROLLMENT REQUIREMENTS

The academic year at Argosy University, Sarasota consists of three semesters: fall (September through December), spring (January through April), and summer (May through August).

2010-2011 ACADEMIC YEAR

- Fall semester begins September 7, 2010
- Spring semester begins January 10, 2011
- Summer semester begins May 9, 2011

End dates vary depending upon particular class session dates.

In an effort to provide Argosy University, Sarasota graduate students with flexible learning opportunities, some courses may cross semester dates. The important thing to remember is that the course start date dictates the semester in which the course resides. Courses fall within the semester in which they start.

The Registrar's Office will be glad to answer questions concerning the academic calendar and continuous enrollment requirements.

The annual class schedule of in-residence, blended and online course offerings is updated regularly and available at www.argosy.sarasota.edu. Argosy University, Sarasota may be open and hold classes on many scheduled holidays to accommodate the needs of our students through intersession and weekend format class schedules. Students should remain cognizant of the fact that Argosy University, Sarasota offers many courses that span weekends and holidays as they register for courses and plan their schedules.

REGISTRATION DEADLINES

Students are expected to register for each semester during the open enrollment registration period. Students who are not registered during the regular registration period are considered out of compliance with continuous enrollment policies and may be withdrawn from the University. While courses may begin and end throughout the semester, students should keep in mind that course start dates dictate the semester in which they fall.

Students are only considered enrolled for the current semester if they are registered for a course that BEGINS in that term. Semester start dates and registration periods are listed in the current course schedule.

ADD/DROP REGISTRATION

After initial registration for the semester, students may add and drop courses until the course add/drop deadlines. A fee will be charged to students submitting a request to drop a course(s) after the official start date of the course(s) or during the add/drop period. **Adding a class after the priority registration for that session will result in a late registration as outlined in the Argosy University, Sarasota Tuition and Fee Schedule.**

Course/session enrollment deadlines are listed in the current course schedule. For intersessions, students are not allowed to enter the course after its official start date. For online or blended courses, students are not allowed to enter the course after the second day of a 7.5-week course and after the fifth day of a 15-week course. Argosy University, Sarasota reserves the right to charge students a late registration fee, according to the prevailing tuition and fee schedule, when they fail to register for any course by the published start date.

Students will only be able to add a course to their schedule if there is space available and the course is not closed. Students may not drop a course after 67 percent of the course has elapsed. Students who desire to drop a class may do so by telephone, (written response also required) fax, mail or directly using the electronic form available at www.argosy.sarasota.edu. In certain circumstances, students may be required to make add/drop requests in writing.

COURSE AVAILABILITY/CANCELLATION AND INSTRUCTOR ASSIGNMENTS

While Argosy University, Sarasota will make every effort to provide sufficient course sections for students, Argosy University, Sarasota reserves the right to cancel any course. Students enrolled in canceled courses will be allowed to add a substitute course without financial penalties.

Instructors and course sections are not guaranteed. To confirm an instructor assignment/section, students should check Student Portal link at the start date of each course for instructor information at <https://mycampus.argosy.edu>. Argosy University, Sarasota staff will attempt to notify affected students of any instructor assignments changed after the start date.

SPECIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

The international student advisor at Argosy University, Sarasota is available to advise international students with regard to enrollment requirements for students in a nonimmigrant student status. It is the student's responsibility to stay abreast of federal regulations and requirements for maintaining appropriate student status. Federal regulatory requirements are subject to change. Please refer to the *Argosy University 2010-2011 Academic Catalog* for the full international admissions policy and language requirements.

REGISTRATION REQUIREMENTS

The regulations associated with nonimmigrant student status place registration requirements on international students. Nonimmigrant aliens in student status are required to register full-time each term and will be eligible for an annual break after completion of two full academic semesters. A student is considered to be in status during the annual vacation term if the student completes all required documentation, is approved for the vacation and intends to register for the next available term. International students may jeopardize their nonimmigrant status by taking courses at another institution unless permission is granted in advance by Argosy University, Sarasota. Please contact the international student advisor located at the school for further information.

ONLINE AND DISTANCE EDUCATION RESTRICTIONS

Current federal regulations restrict non-immigrant alien students from taking more than one distance education or online class (3 credit hours per term) toward his or her full course of study requirements.

TRANSFER CREDIT REQUEST PROCESS

GRADUATE TRANSFER CREDITS

Graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have transfer credits evaluated for transfer to a graduate-level program at Argosy University, Sarasota, students must submit a Graduate Credit Transfer form to the Registrar's Office for each transfer course requested.

UNDERGRADUATE TRANSFER CREDITS

Undergraduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. Transfer credit evaluation is completed during the admissions process to ensure that a student has the appropriate number of transfer credits for admission.

WAIVER/COURSE SUBSTITUTION

Waiver/course substitution criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for waiver to a program at Argosy University, Sarasota, students must submit a Course Waiver form for each course waiver requested.

STUDENT AFFAIRS/ALUMNI & CAREER SERVICES

DISABILITY SERVICES

Argosy University, Sarasota 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, Sarasota.

Argosy University, Sarasota 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 Office.

The director of Student Services is the disability services coordinator for Argosy University, Sarasota.

You may contact the director of Student Services/Disability Services Coordinator at 5250 17th Street, Sarasota, FL 34235 or 941.379.0404 or 800.331.5995.

If you have a concern or complaint in this regard, please contact the director of Student Services at the address listed above. Complaints will be handled in accordance with the student grievance procedure for internal complaints of discrimination and harassment published in the *Academic Catalog* (See Section Two, Institutional Policies).

GRADUATION

Although graduation ceremonies are held at least once per year, degrees are conferred upon successful completion of all degree requirements, with diplomas issued three times a year. The graduation ceremony is generally held in June. Students must meet all graduation requirements as per the published deadlines prior to participating in the commencement ceremony. Please see the Petition to Graduate on the Argosy University, Sarasota website at www.argosy.sarasota.edu for specific graduation requirements and deadline dates.

Deadlines for each diploma issue date and commencement ceremony are updated regularly on the current Petition to Graduate, which is available at www.argosy.sarasota.edu. All Petitions to Graduate must be accompanied by the appropriate fees in order to be processed. Argosy University, Sarasota students may fax or mail the completed form to the student affairs coordinator at Argosy University, Sarasota.

ALUMNI SERVICES

Upon graduation, alumni are welcomed into the Argosy University, Sarasota Alumni Association. The association produces an alumni community website, periodic newsletter and organizes reunions.

CAREER SERVICES

There are resume and job search resources posted at www.argosy.sarasota.edu. At this area, students can access salary negotiation tips, interviewing strategies, internet resources for psychology, business and education job searches.

As a student of Argosy University, Sarasota, you have access to a nationwide online job database. The job postings are updated daily and include employment opportunities in the fields of psychology, counseling, education, business as well as others and can be useful for locating full time, part time and volunteer positions within a multitude of organizations. In order to access the database, you must first register on the optical resume program.

STUDENT FINANCE

FINANCIAL AID PROCESS ARGOSY UNIVERSITY, SARASOTA

Loan Disbursements:

- A term-based financial aid loan period is based on an academic calendar year.
 - o The financial aid award year usually begins with the summer semester.
 - o The maximum amount of the federal student loan available for eligible graduate students is \$20,500.00 per academic year.
 - Loan periods are three semesters in length if a student begins enrollment with the summer semester.
 - Eligible federal student loan amount will be divided into three equal parts. The disbursement amount will be a maximum of \$6,833.33 for each term, depending on the student's eligibility.
 - If enrollment begins with the fall or spring semester, then the loan period will be two semesters in length, and the eligible federal student loan amount will be divided into two equal parts. The disbursement amount will be a maximum of \$10,250.00 for each term, depending on the student's eligibility.
 - o The first disbursement will typically be delivered during the first week of the semester if all required paperwork has been completed.

GRADUATE LOAN LIMITS

\$ 8,500.00	SUBSIDIZED
\$20,500.00	TOTAL UNSUBSIDIZED PLUS SUBSIDIZED

ARGOSY UNIVERSITY, SARASOTA FINANCIAL AID PROCESS (APPLIES TO ARGOSY UNIVERSITY, SARASOTA UNDERGRADUATE PROGRAMS)

Loan Qualifications and Disbursement:

In order to help undergraduates understand their aid eligibility, one must first determine the student's dependency status. Undergraduates are classified as either "dependent" or "independent". Students who are dependent must supply parents' financial information when applying for aid. Generally, dependent students are not eligible to receive the additional unsubsidized portion of the undergraduate Federal Stafford loan limits listed below. A student can be classified as independent if at least one of the following criteria is met:

1) At least 24 years of age, 2) A Veteran of the U.S. Armed Forces, 3) Married, 4) Graduate or professional student, 5) Orphan or ward of the court, 6) Have legal dependents who are supported by the student, and if not the student's child, live with the student 6) In foster care since the age of 13 7) Since the age of 13, both parents were deceased, 8) Was or is an emancipated minor or in legal guardianship 9) Homeless or at risk of being homeless..

- Loan periods are two terms in length. The beginning of the loan period will coincide with the date you begin coursework. The first disbursement will typically be delivered during or after the first week of the semester, depending upon completion of the financial aid paperwork.
- Subsequent disbursements will be delivered during the first two weeks of the term for which they are designated, once all drops and adds have been processed.
- It is important that you register for all of your classes for a given term at the beginning of the term.

Types of Aid Available for Undergraduates:

Federal Pell Grant, Federal Supplemental Grant, Federal Academic Competiveness Grant, Federal Perkins Loan, Federal Stafford Loan, Federal Direct Loans, Federal Work Study, State Grants (where applicable, eligibility varies), Federal PLUS (parent) loans (dependent students only) and institutional scholarships.

Pell Grant:

Students that are awarded Pell Grants will receive an award based on enrollment status as well as need.

Institutional Scholarships and Tuition Grants:

Argosy University encourages all undergraduate students to apply for scholarships that they may be eligible to receive.

Scholarship applications can be obtained at the following website: argosy.edu. There are tuition grants available for active military, law enforcement, and fire fighters; applications are included in the financial aid packet.

UNDERGRADUATE MAXIMUM FEDERAL STUDENT LOAN LIMIT

0-24 Semester Hours	\$5500 BASE
Freshman	\$4000 ADDITIONAL UNSUBSIDIZED FOR INDEPENDENT STUDENTS
25-59 Semester Hours	\$6500 BASE
Sophomore	\$4000 ADDITIONAL UNSUBSIDIZED FOR INDEPENDENT STUDENTS
60-89 Semester Hours	\$7500 BASE
Junior	\$5000 ADDITIONAL UNSUBSIDIZED FOR INDEPENDENT STUDENTS

SECTION V

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Sarasota provides the Campus Security Report to all of its employees and students as part of the Argosy University, Sarasota 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. James Hadley 1.800.331.5995 or jhadley@argosy.edu..

The Argosy University, Sarasota Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report are distributed to every student and employee on an annual basis and are 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 campus of Argosy University, Sarasota or in facilities controlled by the Argosy University, Sarasota are prohibited by college regulations and are incompatible with the Argosy University, Sarasota 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, Sarasota and the requirements of state and federal law, Argosy University, Sarasota has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

SHORT TERM RISKS

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

LONG-TERM RISKS

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

- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males-testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

AMPHETAMINES (SPEED, UPPERS)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

DELIRIANTS (AEROSOLS, LIGHTER FLUID, PAINT THINNER)

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

DEPRESSANTS (BARBITURATES, TRANQUILIZERS, METHAQUALONE)

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

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

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

INTRAVENOUS DRUG USE

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

MARIJUANA AND HASHISH

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

STIMULANTS (COCAINE)

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

NARCOTICS (HEROIN, MORPHINE, CODEINE, OPIUM)

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

SANCTIONS

ARGOSY UNIVERSITY, SARASOTA SANCTIONS

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

STATE OF FLORIDA AND FEDERAL SANCTIONS

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

- Unlawful purchase or possession of any drug in Schedule I or Schedule II (includes but is not limited to cocaine, heroin, morphine, hallucinogens and cannabis) carries a sentence of up to five (5) years imprisonment for a first offense and up to 10 years imprisonment for a subsequent offense.
- Unlawful manufacture, sale, delivery, or possession with intent to sell, manufacture, or deliver these drugs carries a sentence of up to 15 years imprisonment. A subsequent offense can result in life imprisonment.
- Unlawful purchase, possession, manufacture, or sale of marijuana carries a prison sentence of 1 to 15 years.

Drug trafficking (selling, manufacturing or possessing large quantities of illegal drugs) carries minimum mandatory prison terms and fines under Florida law as noted below:

Cocaine

(28 - 200 grams):	3 years and \$50,000
(200-400 grams):	7 years and \$100,000
(400 grams or more):	15 years and \$250,000

Morphine, opium, heroin

(4 - 14 grams)	3 years and \$50,000
(14-28 grams)	15 years and \$100,000
(28 grams – 30 kilograms):	25 years and \$500,000

Marijuana

(25 - 2000 lbs.):	3 years and \$25,000
(2,000-10,000 lbs.):	7 years and \$50,000
(10,000 lbs. or more):	15 years and \$200,000

Mandatory sentences increase in proportion to quantity.

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

First conviction: Fine of no less than \$250 nor more than \$500 and imprisonment for not more than 6 months.

Second conviction: Fine of no less than \$500 nor more than \$1,000 and imprisonment for not more than 9 months.

Third or subsequent conviction: Fine of \$5000 and imprisonment for up to five (5) years.

If the DUI causes the death of another person, the fine is up to \$10,000 and a prison sentence of up to 30 years.

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Florida law. The sentence is up to 60 days imprisonment and a fine up to \$500.

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 registrar, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University, Sarasota 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

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment.

SARASOTA AREA RESOURCES

Another Level of Recovery

310 South Osprey Avenue, Sarasota, FL 34236

941.954.5057

Services Provided: Substance abuse treatment

Type of Care: Outpatient

Special Programs/Groups: Persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, gays and lesbians, seniors/older adults, pregnant/postpartum women, women, men

Forms of Payment Accepted: Self payment, private health insurance

First Step of Sarasota Inc. Youth and Adult Outpatient Services**1970 Main Street, Sarasota, FL 34236****941.366.5333**

Services Provided: Substance abuse treatment

Type of Care: Outpatient

Special Programs/Groups: Adolescents, DUI/DWI offenders

Forms of Payment Accepted: Self payment, private health insurance

Payment Assistance: Sliding fee scale (fee is based on income and other factors)

Special Language Services: ASL or other assistance for hearing impaired, Spanish

Intake: 941.552.2075 Web site: <http://www.fsos.org>**Coastal Behavioral Healthcare Inc****1726 18th Street, Sarasota, FL 34234****941.952.1147**

Services Provided: Substance abuse treatment

Type of Care: Residential long-term treatment (more than 30 days), Outpatient

Special Programs/Groups: Adolescents, persons with co-occurring mental and substance abuse disorders, Persons with HIV/AIDS, seniors/older adults, pregnant/postpartum women, women, DUI/DWI offenders, criminal justice clients

Forms of Payment Accepted: Self payment, Medicaid, Medicare

Payment Assistance: Sliding fee scale (fee is based on income and other factors), payment assistance (Check with facility for details)

Special Language Services: ASL or other assistance for hearing impaired, Spanish

Web site: <http://www.coastalbh.org>

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

RISKS ASSOCIATED WITH MENINGOCOCCAL MENINGITIS AND HEPATITIS B

As required by the laws of the State of Florida, (Florida Statute §1006.69), Argosy University, Sarasota provides students with information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine for both. Additional information about these diseases may be obtained from the Centers for Disease Control and Prevention WWW.CDC.GOV and the American College Health Association Web sites (ACHA) WWW.ACHA.ORG and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

APPENDIX I

STAFF AND FACULTY LISTINGS

ADMINISTRATION

James G. Hadley, Campus President

PhD, Psychology, Saybrook Graduate School & Research Center
MA, Marriage, Family & Child Counseling, Chapman University
BS, Psychology, University of Maryland

Earl Williams, Vice President of Academic Affairs

PhD, Educational Leadership, Indiana State University
EdS, Educational Leadership, Indiana University
MAEd, Educational Leadership, Ball State University
BS, Social Science, Ball State University

Quinn Clemons, Human Resources Generalist

MA, Human Resources Management, Webster University
BS, Business Management, National-Louis University

Deborah Kerris, Campus Student Finance Director

BS, Accounting, Florida Metropolitan University

Lori Baxley, Director of Student Services

BA Criminology, Saint Leo University

Mike Magowan, Business Manager

BS, Accounting, C.W. Post

Rachel Malone, Senior Director of Admissions

BS, Family Consumer Sciences Georgia Southern

FACULTY

The members of the teaching faculty of Argosy University, Sarasota are carefully chosen educators and practitioners that provide students with a meaningful and stimulating learning experience. All members of the faculty possess a mastery of the theoretical framework that surrounds their disciplines and a practical, hands-on grasp of the implications of that theory for the modern world. They are able to communicate clearly with today's working professional. Argosy University, Sarasota is proud of the capabilities and quality of its faculty members, all of whom possess a combination of solid academic preparation and relevant professional experience.

COLLEGE OF BUSINESS FACULTY

Pesi Amaria, Professor & College Chair,

PhD, Engineering Production, University of Birmingham England

MSc, Engineering Production, University of Birmingham England

Marguerite Chabau, Associate Professor, Program Chair – MBA/MSM

PhD, Organization & Management, Capella University

MBA, Holy Names College

BS, Developmental Psychology, UNY – Regents College

Celia Lee Edmundson, Program Chair, Organizational Leadership Program, Associate Professor

EdD, Institutional Management, Pepperdine University

MS, Educational Administration, Pepperdine University

BA, Political Science, Chaminade University

Pender Noriega, Associate Professor

DBA, Business Administration, Nova Southeastern University

MPA, Organizational & Administrative Management, Golden Gate University

BA, Human Resources Management, St. Leo College

AS, Hotel/Motel Management, Central Texas College

Gordana Pesakovic, Professor

PhD., Economics, University of Belgrade

MS, Economics, University of Belgrade

BS, Economics, University of Belgrade

Qamar Rehmani, Associate Professor

PhD. Operations Management/ Computer Science, University of Houston

MBA, University of Houston

BS, Electrical Engineering, Indian Institute of Technology

Gerald Strand, Assistant Professor

PhD. Administration, University of Connecticut

MS. Health Education, Southern Illinois University

BS. Health Education, Southern Illinois University

Mario Zaino, Assistant Professor

DBA , Marketing, Business School Lausanne, Lausanne Switzerland

MBA, Marketing, Adelphi University

BA, Psychology, Providence College

COLLEGE OF EDUCATION FACULTY

Curtis P. Ames, Associate Professor

EdD, Curriculum & Instruction, University of Sarasota

MS, Special Education, Central Connecticut State University

BS, Elementary Education, Central Connecticut State College

Carmen S.(Stephanie) Carter, Assistant Professor

PhD, School Counseling and Guidance, University of Florida

MAEd, School Counseling and Guidance, University of Florida

BA, Dance, St. Leo College

Carlotta Cooley, Assistant Professor

EdD Education Leadership, University of Southern Mississippi

MEd, Curriculum & Instruction, University of South Florida

BA Education, University of Northern Iowa

Evelyn Corona, Assistant Professor

EdD, Educational Leadership, Argosy University

EdS, Educational Leadership, University of Sarasota

MA, Guidance Counseling, University of South Florida

BBA, Management, Catholic University of Puerto Rico

Richard Elliot, Assistant Professor

EdD Education Administration, Columbia University

MAED Education Administration, University of Illinois

BS, Elementary Education, Rhode Island College

Hamilton “Kip” Emery, Program Chair, School Psychology, Assistant Professor

EdD, Counseling Psychology, University of Sarasota

Certification in School Psychology, Millersville University

M.S., Clinical Psychology, Millersville University

B.S., Eastern Mennonite University

Stanley Imhulse, Assistant Professor

PhD Education Administration, Miami University (Ohio)

MEd Education Administration, Miami University (Ohio)

BS Social Studies/PE, Capital University

Ronald Kar, Program Chair, Teaching and Learning Programs, Associate Professor
PhD Curriculum and Instruction, Wayne State University
MEd English Education, Wayne State University
BA English, Michigan State University

Kathleen Malinsky, Associate Professor
EdD, Curriculum & Instruction and Education Leadership, University of Sarasota
MAED, International Administration, Trenton State College of New Jersey
BS, Fine Arts Education, Hofstra University

Rosine McGhee, Assistant Professor
EdD, Counseling Psychology, Argosy University, Sarasota
MA, Psychology, Eastern New Mexico University
BA, Education, Arizona State University

George Mims, Assistant Professor
Ed.D, Educational Theory, Rutgers The State University of New Jersey
MAED, Education, Teachers College Columbia University
BS, Technology, Florida A&M College, ,

Larry Gay Reagan, Professor
EdD, Health Education, Vanderbilt University
MS, Health and Physical Education, Eastern Kentucky University
MA, Spanish, Tulane University
BA, Spanish, Union University

Kenneth J. Rometo, Professor
EdD, Curriculum & Instruction, Temple University
MA, Elementary School Administration, West Virginia University
BS, Elementary Education, Indiana University of Pennsylvania

Steve Black, Assistant Professor and College Chair EdD Educational Administration, Teachers College, Columbia University
CAS, Administration and Supervision, State University of New York at Buffalo
MS, Education, State University of New York at Buffalo
BS, Elementary Education, State University of New York at Fredonia

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

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DMin, Pastoral Counseling, Louisville Presbyterian Seminary

MA, Human Development, Organization and Management, Salve Regina University

MDiv, Louisville Presbyterian Theological Seminary

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APPENDIX II

CAMPUS DIRECTORY

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APPENDIX III

CAMPUS ACADEMIC AND HOLIDAY CALENDAR

ACADEMIC CALENDARS

The annual schedule of residential, blended and online course offerings is updated regularly and is available at www.argosy.sarasota.edu.

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 <i>EOB as posted by Student Services/Registrar office hours</i>
January 21, 2011	Course Drop Deadline For Spring 2011 Semester Session I— 15 week courses <i>EOB as posted by Student Services/Registrar office hours</i>

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