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## OUR MISSION

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

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

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

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

In case of emergency, please notify:

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

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



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# SECTION ONE

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## INTRODUCTION

### ABOUT THIS HANDBOOK

Your *Argosy University, Dallas Student Handbook* is a valuable resource as you progress through 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, Dallas 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.

### WELCOME FROM THE CAMPUS PRESIDENT

It is a pleasure to welcome you to the educational community of Argosy University, Dallas. We are pleased that you have selected Argosy University for the pursuit of your educational goals and hope you will enjoy the challenge and expectations that lie before you as you achieve the "Human Side of Success!"

The *Argosy University, Dallas Student Handbook* includes campus policies and procedures to assist you in navigating the academic and administrative issues and obligations necessary for you to successfully reach your educational goals. To further assist you, Argosy University, Dallas employs an outstanding faculty to deliver a quality curriculum which will offer you the skills, knowledge, and capabilities necessary for professional careers in education, business and behavioral sciences.

At Argosy University, Dallas we believe in people and the relationships we build together. We are passionate about the importance of education and believe that we must continually improve ourselves through professional development as we continue to improve and add value to the communities in which we live. I look forward to your experience at Argosy University, Dallas and want you to be proud of your accomplishments here. I believe that as we strive to reach our goals together, "Excellence will be our Standard." Our very best wishes to you as you pursue your education and career goals.

**Ron Hyson, PhD**

*Campus President*

*Argosy University, Dallas*

*Excellence is our Standard!*

### RIGHT TO CHANGE REQUIREMENTS

Argosy University, Dallas 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, Dallas 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

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## CAMPUS INFORMATION

### CAMPUS FACILITIES

Argosy University, Dallas is located at 5001 Lyndon B. Johnson Freeway, Farmers Branch, TX 75244. Located in north Dallas, the school offers easy access to neighboring colleges and universities, libraries, shops, restaurants, theaters, art museums and other tourist attractions. In addition, Dallas's many hospitals, schools, clinics, and other social service agencies afford excellent training facilities for students.

Administrative and faculty offices include all faculty, program chairs, campus administrators, administrative assistants, Student Services, Financial Services, and Admissions. The computer lab, testing rooms, and multiple classrooms are located on campus.

### TRANSPORTATION

The Dallas Area Rapid Transit system provides easy train and bus service to the area. Parking is provided in the parking garage located adjacent to the building.

### CAMPUS ORGANIZATION

Argosy University, Dallas is led by the campus president. Reporting to the campus president are the Vice President of Academic Affairs and the head of each administrative department (Admissions, Financial Services, Student Services, Information Technology, Property Management and Human Resources). Please refer to the Campus Directory in Appendix II for contact information.

### BUILDING AND OFFICE HOURS

The main offices of the school are open from 9:00 am to 6:15 pm, Monday through Thursday, and 9:00 am to 5:00 pm on Friday (including breaks between semesters). Saturdays are available by appointment. The campus facilities are available during all regular security hours:

#### Monday-Friday

Open: 8:00 am

Close: 10:00 pm

#### Saturday

Refer to class schedule

#### Sunday

Refer to class schedule

Holiday and semester break hours vary and are published in the *Argosy University, Dallas Student Newsletter* prior to each holiday or break.

### FACULTY AND STAFF

Campus administrators, Program Chairs and faculty offices are all located on the 2nd floor.

### STUDENT SERVICES AND STUDENT FINANCE

Student Services and Student Finance are located on the 3rd floor.

### ADMISSIONS

The Office of Admissions is located on the 1st floor.

### LIBRARY/RESOURCE CENTER

The library/resource center is located on the 2nd floor and offers students access to internet research, core and special journal collections, group study areas, and audio/visual equipment. Changes to library hours are posted throughout the academic year.

### STUDENT LOUNGE

The student lounge for Argosy University, Dallas students is located on the 2nd floor of the building and includes vending machines, tables for eating, and study.

## **ADMINISTRATION CONTACT INFORMATION**

### **CAMPUS PRESIDENT**

Ron Hyson, PhD ([rhyson@argosy.edu](mailto:rhyson@argosy.edu)) – 214.459.2214

### **STUDENT SERVICES**

#### **DIRECTOR OF STUDENT SERVICES**

Brigit Mattix, MA ([bmattix@argosy.edu](mailto:bmattix@argosy.edu)) – 214.459.2244

- *Supervise and coordinate all activities and programs related to Student Services*
- *Grievances/student complaints*
- *Probation/academic dismissal*
- *Monitor daily operations*

#### **SENIOR ACADEMIC GRADUATE ADVISOR**

Michael (Mike) Jones, MA ([michjones@argosy.edu](mailto:michjones@argosy.edu)) – 214.459.2216

- *Student engagement*
- *Events*
- *Alumni*
- *Ombudsman*
- *Community awareness*
- *Argosy University, Dallas Student Newsletter*

#### **ACADEMIC GRADUATE ADVISOR**

Sonya Stanton, MBA ([sstanton@argosy.edu](mailto:sstanton@argosy.edu)) – 214.459.2203

- *Questions regarding the Americans with Disabilities Act*
- *VA students*
- *International students*
- *Graduation petitions*
- *Add/Drop/Leave/Withdrawal forms and processing*

#### **NEW STUDENT COORDINATOR/REGISTRAR**

Karl Barnett ([kbarnett@argosy.edu](mailto:kbarnett@argosy.edu)) – 214.459.2218

- *New student enrollment and registration*
- *Web access questions (Student Link and E-mail Accounts)*
- *Status of transfer credit evaluations*
- *Transcript requests*

### **STUDENT FINANCE**

#### **ASSOCIATE DIRECTOR OF STUDENT FINANCE**

Karen Wilkerson ([kwilkerson@argosy.edu](mailto:kwilkerson@argosy.edu)) – 214.459.2232

- *Financial aid questions*
- *Student accounts*
- *Billing statements*
- *Payment plans and options*
- *Loan deferment forms*
- *Add/Drop/Temporary Withdrawal forms and processing*

#### **STUDENT FINANCIAL AID COORDINATOR**

Shayla Richardson ([srichardson@argosy.edu](mailto:srichardson@argosy.edu)) – 214.459.2246

- *Financial aid questions*
- *Student accounts*
- *Payment plans and options*

## **ACADEMIC ADMINISTRATION**

### **VICE PRESIDENT OF ACADEMIC AFFAIRS**

To be determined; contact Dr. Hyson, Campus President in the interim

- *Questions and information pertaining to the curriculum and academic programs*

### **PROGRAM CHAIR, MA IN CLINICAL PSYCHOLOGY AND PSYD IN CLINICAL PSYCHOLOGY PROGRAMS**

Brenda Wall, PhD ([brwall@argosy.edu](mailto:brwall@argosy.edu)) – 214.459.2239

- *Questions and information pertaining to the MA in Clinical Psychology and PsyD in Clinical Psychology*

### **DIRECTOR OF CLINICAL TRAINING / MA IN CLINICAL PSYCHOLOGY AND PSYD IN CLINICAL PSYCHOLOGY PROGRAMS**

To be determined; contact Dr. Wall, Program Chair in the interim

- *Questions and information pertaining to Clinical Training*

### **PROGRAM CHAIR, COUNSELOR EDUCATION**

David Hargis, PhD ([dhargis@argosy.edu](mailto:dhargis@argosy.edu)) – 214.459.2224

- *Questions and information pertaining to the MA in Community Counseling and EdD in Counselor Education and Supervision degree program*

### **PROGRAM CHAIR, COLLEGE OF BUSINESS AND COLLEGE OF UNDERGRADUATE STUDIES**

Wayne Smith, DBA ([wesmith@argosy.edu](mailto:wesmith@argosy.edu)) – 214.459.2241

- *Questions and information pertaining to the MBA and DBA*
- *Questions and information pertaining to the BA in Liberal Arts, BA in Psychology, BS in Business Administration, and BS in Criminal Justice degree programs*

### **PROGRAM CHAIR, EDUCATION**

Nannette Glenn, PhD ([nglenn@argosy.edu](mailto:nglenn@argosy.edu)) – 214.459.2296

- *Questions and information pertaining to MAEd in Educational Administration, MAEd in Higher and Postsecondary Education, MAEd in Instructional Leadership, EdD in Educational Leadership programs*

### **PROGRAM CHAIR, MA IN FORENSIC PSYCHOLOGY AND MA IN SCHOOL PSYCHOLOGY PROGRAMS**

Vincent Ramos, PhD ([vramos@argosy.edu](mailto:vramos@argosy.edu)) – 214.459.2228

- *Questions and information pertaining to the MA in Forensic Psychology and MA in School Psychology degree programs*

### **PROGRAM CHAIR, MA IN INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY**

Ben Dilla, PhD ([bdilla@argosy.edu](mailto:bdilla@argosy.edu))

- *Questions and information pertaining to the MA in Industrial Organizational Psychology degree programs*

### **STUDENT GOVERNMENT ASSOCIATION (SGA) ADVISOR**

To be determined; contact Brigit Mattix, Director of Student Services in the interim

- *Questions and information pertaining to the SGA.*


## **ACADEMIC SERVICES/ADVISING**

All students must meet with their faculty advisor to develop an advising plan and a degree plan. These plans must be completed by the first semester of attendance at Argosy University, Dallas. All new students will be placed on an advising plan hold upon enrollment.

Students who do not meet with their faculty advisors to discuss their degree plan by the end of their first semester of attendance at Argosy University, Dallas will be placed on an advising plan hold. Once the degree plan has been approved, the advising plan hold will be removed, allowing registration on the web for upcoming semesters.

If a student does not know his/her student advisor - contact New Student Coordinator/Registrar Karl Barnett immediately at [kbarnett@argosy.edu](mailto:kbarnett@argosy.edu) or 214.459.2218.

## ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION

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

Updated: March 2010

## WEBSITES & PUBLICATIONS

The Argosy University website is available at <http://www.argosy.edu/>.

## ARGOSY UNIVERSITY STUDENT PORTAL

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

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

### To Access your Argosy University email account while you are in the Student Portal\*:

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

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

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

**The Argosy Newsletter** is a general campus newsletter that is distributed via e-mail during the regular academic year. Its purpose is to inform the Argosy University, Dallas community of relevant school 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 the newsletter as posted to assure regular progress through the school, as well as inform themselves about the special events that take place throughout the year.

## FIRE/MEDICAL/ACCIDENT/INJURY

- CALL 911 IMMEDIATELY FROM THE NEAREST PHONE
- CONTACT THE INSTRUCTOR OR DIRECTOR OF STUDENT SERVICES

## EMERGENCY PROCEDURES

### FIRE

Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers on each floor. In case of fire, call emergency operator (911) immediately from the nearest phone.

### EMERGENCY EVACUATION

When the fire alarm sounds, immediately proceed to the closest exit or stairway. **Do not use the elevator.**

### POLICE

Call 911 and the operator will alert the police department.

### THEFT

If a theft has taken place, immediately report information to the receptionist or your instructor.



## **ACCIDENTS AND ILLNESS**

In case of serious injury or illness, call 911 immediately.

## **INCIDENT REPORTS**

After calling 911, please report every safety and security incident, ***no matter how minor***, to the Campus Security Manager.

- The following information will be required:
- Time and place of accident
- How the accident occurred
- Names and addresses of person(s) involved/injured
- Description of the injuries
- Property damage (if any) to the person(s) and/or school
- Names and addresses of witness.

Any accident involving serious injury or campus should be reported to the instructor or to Campus Security at any time during the day or night. Students should obtain a copy of the campus Incident Report Form from Campus Security, complete the form and submit it to Campus Security no later than the end of the next business day

## **INCLEMENT WEATHER**

In the event of threatening weather, the campus may be closed by the Argosy University, Dallas campus president or designee.

Notification is given on the following broadcast outlets:

### *Radio*

WBAP (820 AM)

### *Television*

CBS: KTVT, Channel 11

NBC: KXAS-TV, Channel 5

ABC: WFAA, Channel 8

FOX: KDFW, Channel 4

You may also contact the main phone number 214.459.2222 for further information.

## **IDS/ACCESS CARDS**

Argosy University student ID cards may be obtained from Campus Security on the third floor of the building. Campus Security is available from 9 am to 4 pm Monday thru Friday. Saturdays are available with advance notice. Student ID cards may be obtained with proof of enrollment (a current schedule) and student ID number.

## **SMOKING POLICY**

Argosy University, Dallas provides a non-smoking work and study environment. State and building regulations further prohibit smoking on or within twenty-five feet of the front of the premises.

## **VOTER REGISTRATION**

Voter registration forms are available in the Student Lounge.

# SECTION THREE

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## LIBRARY, COMPUTER LAB AND TEXTBOOKS

### LIBRARY/RESOURCE CENTER

#### LIBRARY/RESOURCE CENTER WEB SITE

Information about the library/resource center, as well as the online catalog and databases can be found at <http://library.argosy.edu/libweb/dal/>

The purpose of the library/resource center is to support the mission and curriculum of Argosy University, Dallas and serve the information needs of its faculty, students, and staff. To accomplish this, the library/resource center provides a collection of books, periodicals in print and electronic form, DVDs, videos, electronic databases, and other items supportive of the University's educational goals. In addition, the library/resource center provides study areas and an atmosphere that promotes independent research and academic excellence.

The library/resource center provides reference services and instruction in the use of Library/Resource center services and facilities, electronic database searching, research techniques, and bibliographic citation.

Full facilities and services of the library/resource center are open to faculty, currently enrolled students, and staff of Argosy University, Dallas as well as the University of North Texas. Alumni are encouraged to use on-site facilities, and the library/resource center welcomes on-site use by the professional community by appointment.

#### SERVICE STATEMENT

It is the policy of the library/resource center to provide access in some form to all information contained in its collection or available through its services to faculty, student, staff, and alumni. In order to ensure that all users of the library/resource center have equal access to vital information, limitations on circulation of some materials are often necessary. It is hoped that users will understand that the library/resource center must serve the information needs of everyone in the Argosy University, Dallas community and promptly return materials when they are due.

#### CIRCULATION POLICY

##### Borrowing Privileges

Faculty, students, and staff of Argosy University, Dallas may borrow library materials which circulate. Borrowing constitutes an agreement to abide by the policies of the library/resource center set forth in this manual.

##### Library Cards

*Loans and other services of the library/resource center are available upon presentation of a valid institutional identification card without exception.* The identification card must be from an institution which has reciprocal library borrowing privileges with Argosy University, Dallas.

##### Loan Periods and Renewals

Books from the main collection circulate for **two to four weeks** (depending on student's program) and may be renewed a maximum of one time.

- Videotapes, DVDs, most tutorial CD-ROMs, and some media CD-ROMs circulate for **three days** and may be renewed once. Students may only check out three videotapes or DVDs (or a combination of these), and one tutorial CD-ROM at a time.
- Non-circulating materials, such as reference books, annuals, textbooks, reserve items, magazines, etc., may be used in the library/resource center only.
- Extended loan periods are available to faculty, and special borrowing privileges for faculty are available for some materials directly related to classroom preparation.

## HOLDS

Users of the library/resource center may request that books that have been checked out be held for them upon return. No more than **three books** may be held at a time. *Items held must be picked up within three days of their availability date.* This privilege applies only to books from the general circulating collection, not to other library materials. The library/resource center does not hold items that have not been checked out.

## INTERLIBRARY LOAN

Materials may be available for research projects through loan from a library other than Argosy University, Dallas. Students and faculty should allow two to four weeks for interlibrary loan requests to arrive at Argosy University, Dallas. Loan periods for all materials are established by the lending institution but may not exceed the total loan period established by the library for comparable materials. **Interlibrary loan items are non-renewable and fines for late return are substantial.** Interlibrary loan services for books are normally provided free of charge.

Interlibrary loan requests can be made directly through the database search or via e-mail to [audlibrary@argosy.edu](mailto:audlibrary@argosy.edu).

## OVERDUES, FINES, AND LOST MATERIALS

Borrowing privileges and all other services of the library/resource center are suspended for anyone having items overdue for return to the library/resource center.

- Fines are assessed as follows:
- Books from the main circulating collections: \$.25/day.
- Overnight loans: \$1.00/day.
- Videotapes, DVDs and other 3-day loans: \$1.00/day
- All 1-hour and 4-hour loan items: \$1.25/hour per item.
- All room keys: \$1.25/hour

Graduation from Argosy University, Dallas or admission to courses at the beginning of each semester may be suspended until all overdue, fines, and losses due the library/resource center are cleared. Students with materials overdue and/or fines accrued for more than two weeks may have their daily-use checkout privileges suspended and access to the computer lab network revoked until their library/resource center accounts are cleared.

Materials borrowed from the library/resource center which cannot be returned due to loss, theft, destruction, or for any other reason must be **paid for in full, including the price of the item, processing costs, and applicable fines.**

- Price of the item is charged at current or comparable replacement cost.
- A technical processing fee of \$15.00 is assessed for all lost materials.
- Overdue fines for the item are assessed up to the replacement price of the book or \$10.00, whichever is less.
- For books, videotapes, and DVDs, no fines are charged for official holidays. Fines are charged during semester breaks.

## PHOTOCOPIES

Self-service photocopiers are available in the library/resource center for \$.10 per copy. The copier accepts both change and currency. **Transparencies and other acetate materials may only be photocopied with the assistance of library/resource center staff.** Damage caused to the machine by photocopying of inappropriate materials may result in repair costs charged to the responsible party.

## INTERNET ACCESS

Internet access is available both in the library/resource center and in the computer labs. Use of the library/resource center's internet computers is for educational purposes only and computer lab rules and the internet network usage policy apply, as set forth in the *Computer Lab Handbook*.

## AREA LIBRARIES

There are several libraries in the Dallas/Fort Worth metroplex that Argosy University, Dallas students may utilize. Also, many of the community college libraries extend borrowing privileges to residents of the county they serve.

With the purpose of ensuring students have book borrowing privileges and access to an expanded collection of knowledge and information, Argosy University, Dallas will reimburse students up to \$75.00 per academic year for the cost of a library card in their area. The reimbursement request must be made by the student with proof of purchase.

### DALLAS PUBLIC LIBRARY

Faculty and students who live inside the Dallas city limits may apply for a Dallas Public Library (DPL) borrowing card at any branch library. Those living outside of the city of Dallas may borrow from the Dallas Public Library by purchasing a library card. (Ask to speak with a librarian in order to request a loan from DPL.) The Dallas Public Library catalog is available on the Internet at: <http://catalog.dallaslibrary.org/>.

The Dallas Public Library (Central Library) is located at 1515 Young St., across from City Hall. Telephone number: 214.670.1400

The nearest branches of the Dallas Public Library to Argosy University, Dallas are:

Audelia Road Branch	10045 Audelia Rd.	214.670.1350
Forest Green Branch	9015 Forest Lane	214.670.1335
Preston-Royal Branch	5626 Royal Lane	214.670.7128
Skillman-Southwestern Branch	5707 Skillman Rd.	214.670.6078

### UNIVERSITY OF NORTH TEXAS

The University of North Texas has a campus in Dallas as well as the main campus in Denton. Argosy University, Dallas students have borrowing privileges at both locations.

#### UNT – Dallas Campus

7300 Houston School Road  
Dallas, TX 75241

<http://www.unt.edu/unt-dallas/library.htm>

#### UNT – Denton Campus

1506 Highland Avenue  
Denton, TX 76203

<http://www.library.unt.edu>

### UNIVERSITY OF TEXAS AT DALLAS (UTD)

The UTD campus is located in Richardson and houses the McDermott Library. The McDermott Library has many of the journals and basic reference resources Argosy students will use. In order to gain access and borrow items from the McDermott Library, Argosy University, Dallas students must buy a library courtesy card. Argosy University, Dallas will reimburse the student up to \$75.00 of this expense upon request.

### UNIVERSITY OF TEXAS AT DALLAS

800 West Campbell Road  
Richardson, TX 75080  
972.883.2955

<http://www.utdallas.edu/library/index.html>

### COLLIN COUNTY COMMUNITY COLLEGE LIBRARIES

Collin County Community College has three libraries serving the residents of Collin County and students of the college.

<http://www.ccccd.edu/cs/Irc/Irc.html>

**Central Park Campus**

2200 W. University  
McKinney, TX 75071  
972.548.6969

**Spring Creek Campus**

2800 E. Spring Creek Parkway  
Plano, TX 75074  
972.881.5985

**Tarrant County Community College Libraries**

Tarrant County Community College has four libraries serving students and residents of Tarrant County.

**<http://library.tccd.net>**

**Jenkins Garrett Library**

South Campus  
5301 Campus Drive  
Fort Worth, TX 76119  
817.515.4524

**Southeast Library**

Southeast Campus  
2100 Southeast Parkway  
Arlington, TX 76018  
817.515.4524

**Preston Ridge Campus**

97000 Wade Blvd.  
Frisco, TX 75035  
972.377.1571

**Northeast Library**

Northeast Campus  
828 Harwood Road  
Hurst, TX 76054  
817.515.6627

**Walsh Library**

Northwest Campus  
4801 Marine Creek Pkwy.  
Building N  
Fort Worth, TX 76179  
817.515.7725

**TEXTBOOK AND COURSE MATERIALS PURCHASING****TEXTBOOKS**

Textbooks may be ordered online through MBS Direct at **[www.mbsdirect.net](http://www.mbsdirect.net)**

Click 'Search for Your School'

When ordering, be sure to select [Argosy University](#) for any on-ground courses (any course that has a section listed as a number 01, 02, 03, etc. or BLA, BLB, or BLR), and [Argosy University Online](#) Program for any courses that are strictly online (any course that has a section listed as 'OH' or 'OL') Click 'Buy Course Materials' in the upper left

Select Dallas campus for in-residence courses or Argosy Online for online courses.

Select the courses you are taking and click 'Submit' to view books.

Regardless of financial aid status, all students **MUST** be prepared for courses and class work. This includes ordering textbooks. **ORDER EARLY!!**

**ELECTRONIC BOOKS**

Some programs will utilize an electronic book(s). 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.

**COMPUTER LABS**

In addition to the lab in the library there is a computer lab available for student use located on the second floor.

# SECTION FOUR

## STUDENT SERVICES AND RESOURCES

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### REGISTRAR

#### COURSE TRANSFERS/WAIVERS

A student who desires to submit a course for transfer of credit review should notify the Office of the Registrar and obtain the appropriate transfer request form. This form should be completed and returned to the Registrar. Only requests made in writing are reviewed.

#### INFORMATION CHANGES

Release of Information forms must be used to request information such as enrollment verification and account summaries. Address changes can be made by completing a Change of Status form and submitting it to the Office of Student Services.

#### REGISTRATION

Students may register online. Students may also contact the Registrar to register in person with a signed registration form. Students intending to enroll for a given term must register during the registration period and complete plans for payment of tuition and fees with Student Finance according to the tuition payment policy.

#### PRIORITY OF REGISTRATION

Argosy University, Dallas establishes a registration priority system for selected programs, based upon the student's total number of credits. These students may only register on or after the time indicated for them on the priority schedule. Students who submit their registration materials late forfeit their priority.

#### ADD/DROP REGISTRATION

The Office of the Registrar strongly urges all students to register for their entire course schedule during the official registration period. However, if students elect to add a course after the official registration period, they may do so by completing the Add/Drop Request form and submitting it to the Office of Student Finance. If the course is closed, students should not approach a faculty member for permission to join a closed course. The student should request that the Registrar ask the faculty member if the student can join the course. If the course has already met once, students must obtain the written approval of the faculty member. Students will not be permitted to add a course after two class meetings.

Students who want to drop a course may do so by submitting a signed and dated Add/Drop Request form to the Office of Student Finance. There is no fee charged for any student submitting a request to drop a course before the first day of the term. All requests received on or after the first day of the term will be charged a drop fee of \$50.00. This does not include students dropping a course to take a leave of absence or to withdraw from the institution.

Students dropping a course must provide official notification to the Office of Student Finance by completing the Add/Drop form. Students officially dropping all courses in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in the *Academic Catalog*. Students in 15-week courses will receive a 100% refund if they drop a course by noon of the second Friday after the session start date. For 7 ½ week courses, the student will receive a 100% refund if they drop within the first 7 days of the session start.

#### LATE REGISTRATION

Late registration will be allowed with the permission of the program chair/advisor, if the courses have not been closed to additional enrollment. A late fee of \$50.00 is assessed to any student who registers after the regular registration deadline.

#### COURSE AVAILABILITY/CANCELLATION

While Argosy University makes every effort to provide sufficient course sections for students, Argosy University 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. Enrollment in a particular course section or with a specific instructor is not guaranteed. Course instructors may change at the discretion of Argosy University, Dallas.

## ***Enrollment Requirements for Students Registering for Clinical Research Project (CRP)***

See the *CRP Manual* for your requirements. The *CRP Manual* may be obtained from the website ([www.auconnection.net/dallas](http://www.auconnection.net/dallas) username: argosy, password: student), as well as through your faculty advisor.

## **TRANSCRIPTS**

Requests for transcripts are made to the Office of the Registrar. 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. For the full FERPA policy, please see the Argosy University Academic Catalog. A Release of Information form is provided. Telephone or email requests for transcripts cannot be processed. Release of information forms may be submitted by fax. The department will release transcripts only when students have met all their financial obligations to the school.

## **STUDENT SERVICES**

### **DISABILITIES**

Argosy University, Dallas provides accommodations to qualified students with disabilities. The Director of Student Services acts as the Disability Services Coordinator and assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Dallas.

Argosy University, Dallas 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 Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Director of Student Services. Complaints will be handled in accordance with the Argosy University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

### **GRADUATION**

Argosy University, Dallas holds two graduation commencement ceremonies: one in the month of June and one in the month of December. Students must meet graduation requirements and complete a Petition to Graduate/Program Completion form prior to their posted deadlines in order to participate in the commencement ceremony.

Deadline to submit a Petition to Graduate is April 1 for June graduation

Deadline to submit a Petition to Graduate is October 1 for December graduation.

### **HEALTH/LIABILITY INSURANCE**

Argosy University, Dallas strongly encourages all students to maintain adequate health insurance while attending school. Optional health insurance is available to students through an outside agency. Contact the Office of Student Services, or visit <https://secure.visit-aci.com/au> for more information. Also, information may be obtained by calling 888-293-9229.

### **PROFESSIONAL ORGANIZATIONS**

Argosy University, Dallas encourages students to join professional organizations that reflect each student's career path. For example, clinical psychology students are encouraged to become members of the American Psychological Association (APA), the Dallas Psychological Association (DPA), the Texas Psychological Association (TPA), and Counselor Education students are encouraged to become members of the American Counseling Association (ACA), and the Texas Counseling Association (TCA). Education students are encouraged to join the Association of Supervision and Curriculum Development (ASCD). We also recommend at least one content professional group such as: International Reading Association (IRA); The National Councils of Teachers of English (NCTE); National Association of Teachers of Math (NATM); etc. Business students are encouraged to join the American Management Association (AMA), as well as discipline intensive organizations.

## **STUDENT EVALUATIONS/SURVEYS**

End of course surveys are administered at the end of every course. Surveys will be distributed to every on-campus student via the internet.

The Noel Levitz Adult Student Priorities Survey is administered during the spring term. All surveys are collected by the Office of Student Services. These confidential surveys are used to track progress and provide feedback to instructors.

## **STUDENT GOVERNMENT ASSOCIATION**

The primary purpose of the campus Student Government Association (SGA) is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus. Through participation on various campus committees, the Student Government Association often impacts policy-making on the campus. The Student Government Association is also responsible for organizing social gatherings, providing confidential advice relating to school matters for students requesting such assistance, assisting with orientation, and selecting student representation for committees.

## **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 via Student Portal. All financial aid forms can also be found under the Student Portal. Please review the "Financial Policies and Assistance" section of the Academic Catalog for current financial responsibilities to ensure all requirements are met.

## **SCHOLARSHIPS**

Scholarship opportunities at Argosy University are designed to assist students in pursuing their educational goals by recognizing their prior achievements in these areas. The Argosy University campus you choose to attend will determine your eligibility for the scholarship. Since funds are limited, applicants are encouraged to apply early. Award amounts are \$1,000 for the academic year. Scholarship awards are available in two categories, as listed below:

### **SCHOLARSHIP AWARDS FOR NEW STUDENTS AT ARGOSY UNIVERSITY**

- Academic Award
- Alumni Award
- Community College Award
- Community Service Award
- Diversity Award
- Leadership Award
- Returning Adult Award

### **SCHOLARSHIP AWARDS FOR STUDENTS CURRENTLY ENROLLED AT ARGOSY UNIVERSITY**

- Argosy University Merit Award

## **REVISIONS TO SCHEDULE**

*Add/Drop, Temporary Withdrawal, Withdrawal*

If courses need to be added or dropped, if a temporary withdrawal is needed, or if withdrawal from the University is wanted, students must contact the Assistant Director of Student Finance for the proper form(s).

Please note that dropping a course, or a withdrawal or any kind may have serious financial consequences. All Add/Drop, Temporary Withdrawal, and Withdrawal Forms must first be reviewed by the Office of Student Finance.

Students may contact Student Finance at: **kwilkerson@argosy.edu** or 214.459.2232.



## **GRADUATION**

Every student who wants to graduate from Argosy University, Dallas must submit a “Petition to Graduate” form. The “Petition to Graduate” form helps the Registrar ensure all necessary requirements have been met. This form may be obtained from Student Services.

The deadline to submit a “Petition to Graduate” form is April 1<sup>st</sup> for spring graduation.

The deadline to submit a “Petition to Graduate” form is Oct. 1st for fall graduation.

6 – 8 weeks are needed to procure diplomas, and caps & gowns.

## **WITHDRAWAL**

A student wishing to withdraw from all courses at Argosy University, Dallas should completely fill out the Withdrawal Form, collect all signatures, and submit the form to Student Finance. Any student in good standing who wishes to discontinue study will be withdrawn. The student must resolve any financial obligations to Argosy University, Dallas before receiving an official transcript from the Registrar.

## **ADD/DROP**

Add/Drop forms must be signed by the instructor and returned to Student Finance. (Advisors will be updating degree audits.)

No refund will be processed after the appropriate drop dates.

The Add/Drop Request form is used to add and/or drop 1 or more courses, but not all courses.

# SECTION FIVE

## HEALTH/SAFETY POLICIES AND PROCEDURES

### CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Dallas provides the Campus Security Report to all of its employees and students as part of the Argosy University, Dallas 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. Ron Hyson at 214.459.2217.

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

### DRUG FREE WORKPLACE AND CAMPUS

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

### HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

#### SHORT TERM RISKS

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

#### LONG-TERM RISKS

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

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

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

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

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

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

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

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

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

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

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

### ***Intravenous Drug Use***

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

### ***Marijuana and Hashish***

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

### ***Stimulants (Cocaine)***

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

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

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

## SANCTIONS

### ARGOSY UNIVERSITY, DALLAS SANCTIONS

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

### STATE AND FEDERAL SANCTIONS

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

### STATE AND FEDERAL SANCTIONS

#### Texas Law

#### I. Criminal Penalties:

A **Class C misdemeanor** is punishable by a fine not to exceed \$500.

A **Class B misdemeanor** is punishable by a fine not to exceed \$2000; confinement in jail for a term not to exceed 180 days; or both fine and confinement.

A **Class A misdemeanor** is punishable by a fine not to exceed \$4000; confinement in jail for a term not to exceed one year; or both fine and confinement.

A **state jail felony** is punishable by confinement in a state jail for any term of not more than 2 years or less than 180 days and by a fine not to exceed \$10,000.

A **3rd degree felony** is punishable by imprisonment for any term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000.

A **2nd degree felony** is punishable by imprisonment for any term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

A **1st degree felony** is punishable by imprisonment for life or for any term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000.

#### II. Offenses:

##### A. Offense of manufacture or delivery of controlled substances

*Sections 481.112, 481.1121, 481.113, and 481.114, Texas Health and Safety Code*, which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. Section 481.032, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

*Section 481.112 Texas and Health Safety Code*, deals with the Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 200 grams is a 1st degree felony; more than 200 grams and less than 400 grams is a life imprisonment or a term of 10 to 99 years and up to a \$250,000 fine.

*Section 481.1121, Texas Health and Safety Code*, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 2nd degree felony; number of abuse units more than 80 and less than 4000 is a 1st degree; more than 4000 units is life imprisonment or a term of 15 to 19 years and up to a \$250,000.

*Section 481.113*, Texas Health and Safety Code, deals with Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

*Section 481.114*, Texas Health and Safety Code, deals with Penalty Group 3 and 4 drug offenses: less than 28 grams is a state felony; more than 28 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is a life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

## **B. Offense of Possession of Controlled Substances**

*Sections 481.115, 481.116, 481.117, 481.118*, Texas Health and Safety Code which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. *Section 481.032*, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

*Section 481.115*, Texas Health and Safety Code, deals with Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

*Section 481.1151*, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felon; number of abuse units more than 20 and less than 80 is a 3rd degree felony; number of abuse units more than 80 and less than 4000 is a 2nd degree felony; more than 4000 units and less than 8000 units is a 1st degree felony; and more than 8000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

*Section 481.116*, Texas Health and Safety Code, deals with the Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

*Section 481.117*, Texas and Health Safety Code, deals with Penalty Group 3 drug offenses: less than 28 grams is a Class A misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 9 years and up to a \$50,000 fine.

*Section 481.118*, Texas Health and Safety Code, deals with Penalty Group 4 drug offenses: less than 28 grams is a Class B misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; more than 400 grams is life imprisonment or a term of 5 to 99 years and up to \$50,000 fine.

## **C. Offense of Delivery of Marijuana**

*Section 481.120*, Texas Health and Safety Code, deals with delivery of marijuana offenses: less than one quarter ounce is a Class B misdemeanor if delivery is for compensation; more than one quarter ounce and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 2nd degree felony; more than 50 pounds and less than 2000 pounds is a 1st degree felony; and more than 2000 pounds is life imprisonment or a term of 10 to 99 years and a fine not to exceed \$100,000.

#### **D. Offense of Possession of Marijuana**

*Section 481.121*, Texas Health and Safety Code, deals with possession of marijuana offenses: less than 2 oz. is a Class B misdemeanor; more than 2 oz. and less than 4 oz. is a Class A misdemeanor; more than 4 oz. and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 3rd degree felony; more than 50 pounds and less than 2000 pounds is a 2nd degree felony; and more than 2000 pounds is life imprisonment or a term of 5 to 99 years and a fine not to exceed \$50,000.

#### **E. Offense of Delivery of Controlled Substance or Marijuana to Minor**

*Sections 481.122*, Texas Health and Safety Code, deals with the offense of the delivery a controlled substance or marijuana to a minor (17 years of age or younger) and provides that the offense is a 2nd degree felony punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000F.

#### **F. Offense of Driving while Intoxicated (drugs or alcohol)**

*Sections 49.04, 49.09*, Texan Penal Code, provide that the offense of driving while intoxicated is punishable as a Class B misdemeanor with a minimum of term of confinement of 72 hours unless the driver had an open container of alcohol in his possession in which case the offense is a Class B misdemeanor with a minimum term of confinement of six days in jail. One prior conviction enhances the punishment to a Class A misdemeanor with a minimum term of confinement of 30 days; two prior convictions enhances the punishment to a 3rd degree felony.

#### **G. Offense of Consumption or Possession of Alcohol in Motor Vehicle**

*Section 49.03*, Texas Penal Code, provides that the penalty for the offense of consumption of an alcoholic beverage while operating a motor vehicle in a public place is a Class C misdemeanor.

#### **H. Offense of Public Intoxication**

*Section 49.02*, Texas Penal Code, provides that the offense of public intoxication wherein a person appears in a public place while intoxicated to the degree that the person may endanger himself or another person is punishable as a Class C misdemeanor, unless the person is younger than 21 years old, wherein *Sections 106.071 and 106.115*, Texas Alcoholic Beverage Code apply, and provide for a Class C misdemeanor punishment and attendance at an alcohol awareness program, and where the offender has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

#### **I. Offense of Purchase of Alcohol by a Minor**

*Sections 106.02, 106.071, and 106.115*, Texas Alcoholic Beverage Code, provide that the offense of the purchase of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and when the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

#### **J. Offense of Consumption of Alcohol by a Minor**

*Sections 106.04, 106.071, and 106.115*, Texas Alcoholic Beverage Code, provide that the offense of consumption of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours;

suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

**K. Offense of Possession of Alcohol by a Minor**

*Sections 106.05, 106.071, and 106.155, Texas Alcoholic Beverage Code, provide that the possession of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.*

**L. Offense of Sale of Alcohol to a Minor**

*Section 106.03, Texas Alcoholic Beverage Code, provides that the penalty for selling alcohol to a minor is a Class A misdemeanor.*

**M. Offense of Purchase of Alcohol for a Minor or Furnishing Alcohol to a Minor**

*Section 106.06, Texas Alcoholic Beverage Code, provides that the penalty for purchasing for a minor or giving or making available an alcoholic beverage to a minor is a Class B misdemeanor.*

**N. Offense of Misrepresentation of Age by a Minor to Person Selling or Serving Alcoholic Beverages**

*Section 106.07, 106.071 and 106.115, Texas Alcoholic Beverage Code, provide that the penalty for misrepresentation of age by a minor to a person selling or serving alcoholic beverages is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.*

## **FEDERAL LAW**

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 supply 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 stature must notify the Dean of Student Affairs, in writing, no later than five (5) days after which 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, Dallas 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. If you think you have a problem with alcohol or drugs, please stop by or call the Counselor. Together, you can determine if more intensive treatment is needed.

## **DALLAS AREA RESOURCES**

There are also organizations that may be contacted for help. Greater Dallas Council on Alcohol and Drug Abuse (214.522.8600 – [www.gdcada.org](http://www.gdcada.org)). The Federal Substance Abuse and Mental Health Services Administration Treatment Referral Routing Service (800.662.4357) is available from 8:00 am to 2:00 pm, Monday through Friday and from 11:00 am to 2:00 am on weekends. Alcoholics Anonymous can be reached [www.aadallas.org](http://www.aadallas.org).

A list of emergency and sliding-fee scale resources is available from the counselor.



# APPENDIX I

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## FACULTY LISTINGS

**Peggy Auguste, PsyD**

Our Lady of the Lake University, San Antonio, TX  
*Assistant Professor, Clinical Psychology Programs*

**Tim Branaman, PhD**

East Texas State University, Commerce, TX  
*Associate Professor, Clinical Psychology Programs*

**Dan Clement, PhD**

Southwestern Baptist Theological Seminary, Ft. Worth, TX  
*Associate Professor, Clinical Psychology*

**Lee Anne Detzel, MLS**

University of North Texas, Denton, TX  
*Director of Library Services*

**Ben Dilla, PhD**

Purdue University, West Lafayette, IN  
*Program Chair, Industrial Organizational Psychology*

**Amite Dominick, PhD**

Loma Linda University, Loma Linda, CA  
*Assistant Professor, Clinical Psychology Programs*

**Leigh Falls, PhD**

Sam Houston State University, Huntsville, TX  
*Assistant Professor, Counselor Education Programs*

**Nanette Glenn, PhD**

University of Texas, Austin, TX  
*Program Chair, Education*

**David Hargis, PhD**

University of New Orleans, New Orleans, LA  
*Program Chair, Counselor Education*

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*Assistant Professor, Undergraduate Studies*

**Michael Leach, PhD**

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*Assistant Professor, Clinical Psychology*

**Scott Martindale, MBA**

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**Wayne Smith, DBA**

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*Program Chair, Business and Undergraduate Studies*

**Brenda Wall, PhD**

George Washington University, Washington, D.C.  
*Program Chair, MA in Clinical Psychology and PsyD in Clinical Psychology*

# APPENDIX II

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## CAMPUS DIRECTORY

### **Argosy University, Dallas**

5001 LBJ Freeway

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Farmers Branch, TX 75244

Main Phone: 214.459.2222

Toll Free: 866.954.9900

Fax: 214.696.3900

### ***Campus President***

Ron Hyson, PhD

### ***Vice President of Academic Affairs***

To be determined

### ***Campus Receptionist***

Kathryn Mercer

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# APPENDIX III

## CAMPUS ACADEMIC AND HOLIDAY CALENDAR

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

**Session I** September 7, 2010-October 27, 2010

**Session II** October 28, 2010-December 18, 2010

### September 2010

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

### October 2010

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

### November 2010

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

### December 2010

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

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

**Session I** January 10, 2011 – March 2, 2011

**Session II** March 3, 2011 – April 23, 2011

### **January 2011**

January 10, 2011	Spring 2011 Semester Begins; Spring 2011 Semester Session I Begins
January 17, 2011	Martin Luther King, Jr. Birthday observed (Campus Closed)
January 19, 2011	Course Drop Deadline For Spring 2011 Semester Session I—7 ½ week courses <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