
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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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

Your Student Handbook is a valuable resource as you progress through your academic program. This 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 Student Handbook incorporates by reference the *Argosy University 2010-2011 Academic Catalog*. Policies and procedures found in these documents are considered to be a part of this handbook. Please make sure to refer to the catalog which is located on the following website <http://www.argosy.edu>.

WELCOME FROM THE CAMPUS PRESIDENT

It is a pleasure to welcome you to Argosy University, Phoenix. We are happy that you have selected our university as the place to continue your education. We are certain that you will find Argosy University, Phoenix to be a learning environment in which you can pursue your educational goals and career objectives. We are proud of our faculty, who has distinguished reputations for teaching, scholarship and leadership in the field.

This Student Handbook contains policies that have been developed by the faculty and administration to enable you to receive the best preparation possible for your professional career. To achieve this goal, all members of the campus community must work closely together in a collaborative and cooperative spirit. The *Argosy University, Phoenix Student Handbook* describes the principles and procedures that form this relationship among students, faculty and administration. The faculty and our professional administrative staff are ready to assist you in any way to assure your progress and success as a student. You have the best wishes of all of us as you undertake your education at Argosy University, Phoenix.

Sincerely,

Bart Lerner, EdD

Campus President

Argosy University, Phoenix

RIGHT TO CHANGE REQUIREMENTS

Argosy University, Phoenix reserves the right to change the policies contained within this handbook from time to time. Accordingly, although notice is not required for a new policy to take effect, Argosy University, Phoenix will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the University administration. Students are responsible for making themselves aware of any changes.

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

Location

Argosy University, Phoenix is located at 2233 W. Dunlap Ave. Phoenix, AZ, on the southeast corner of 23rd Avenue & Dunlap. Conveniently located in north Phoenix, the campus offers easy access to freeways, neighboring community colleges and universities, libraries, shops, restaurants, theaters, art museums and other tourist attractions. In addition, Arizona's many hospitals, clinics, schools, Native American reservations and other social service agencies afford excellent training facilities for students.

Offices

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

Parking

Permits are required for on campus parking. A Parking Registration Form must be completed and signed. The Parking Registration Form can be obtained from the receptionist on the 4th floor in Suite 400 or from the security guard on the 1st Floor Lobby. A parking decal will be issued to you, at no cost, once the Parking Registration Form is completed and signed. The parking decal must be placed on the front windshield, driver side, bottom left. The parking decal must be displayed on your vehicle while attending the campus. If you occasionally use alternative vehicles, each vehicle must be registered. Stickers must be displayed on all vehicles. Parking in unauthorized areas is not permitted and vehicles will be towed.

Classrooms

All classrooms are located on the second and fourth floors of the building, including one "smart classroom." Classrooms are equipped with TVs, VCRs, DVD players, LCD projectors, and white boards. Overhead projectors are available upon reservation. Classrooms also include computer equipment for class presentations and have wireless Internet access.

Library

The Argosy University, Phoenix Library is located on the first floor of the building. The library houses book and journal collections, as well as testing materials. Additionally, students can access study areas, computers, and photocopiers.

Student Computer Lab

The Student Computer Lab is located on the fourth floor and is equipped with 16 computers for students to complete homework or research. These computers provide access to numerous software packages, the library catalog and databases, and the Internet as well as a printer for student use. For computer lab technical assistance on any of these 16 computers, on the desktop is an icon label "tech help" you can request help through this icon. If you are not able to get into the desktop you can email for technical assistance at aipxhelpdesk@aui.edu or you can call for assistance at 602.331.7600. You can also go directly to the Tech department which is located on the third floor, room 327. For paper or toner replacement you can contact Student Services or the Tech department.

Student Lounge

The Student Lounge is located on the fourth floor and is equipped with a refrigerator, microwave oven, vending machines, and tables for eating and studying. There are three bulletin boards located in the Student Lounge on one board you will find job opportunities posted. Another bulletin board has Student Services and Student Finance information and events posted. The third one will have events and information that Student Government (STUGO) provides.

Security

Security staff patrols the building and parking facilities to ensure the safety of students and employees. Security desk is located on the first floor of the building in the lobby near the elevators. The phone number is 602.331.7676.

CAMPUS AND BUILDING HOURS

Administrative Offices

9:00 am to 6:00 pm Monday - Friday

Argosy University, Phoenix Library

8:00 am to 10:00 pm Monday-Tuesday

8:30 am to 10:00 pm Wednesday – Friday

8:30 am to 8:00 pm Saturday

8:30 am to 5:00 pm Sunday

Any changes made to library hours will be posted on the library door throughout the academic year.

Student Services

8:00 am to 7:00 pm Monday – Friday

8:30 am to 12:00 pm Saturday

Student Finance

9:00 am to 6:00 pm Monday - Thursday

10:00 am to 7:00 pm Wednesday

9:00 am to 5:00 pm Friday-Saturday

Admissions Department

8:30 am to 8:00 pm Monday - Thursday

9:00 am to 5:00 pm Friday

9:00 am to 1:00 pm Saturday

ADMINISTRATION CONTACT INFORMATION

Argosy University, Phoenix

2233 W. Dunlap Ave.

Phoenix, AZ 85021

Phone: 602.216.2600 Toll free: 866.216.2777 Fax: 602.216.2601

Campus President: Bart Lerner, EdD 602.216.3114 blerner@argosy.edu

Vice President of Academic Affairs: Norma Patterson, PhD 602.216.3121 npatterson@argosy.edu

Business Manager: Richard Binder, 602.216.3129 rbinder@argosy.edu

Registrar: Jacqueline Martinez, 602.216.3120 jmartinez@argosy.edu

Director of Student Financial Services: Cameron Robb, 602.216.3171 crobb@argosy.edu

Director of Admissions: Rachel Riutta, 602.216.3111 rriutta@argosy.edu

Director of Human Resources: Tommy Comer, 602.216.3165 tcomer@argosy.edu

ACADEMIC SERVICES/ADVISING

Student Advisement

Faculty advisors are available for consultation on student professional development, academic/training progress and other academic/professional issues. Every student is assigned a faculty advisor for the duration of his/her degree program.

Changing Faculty Advisors

A student may initiate a request for a change of advisor only after completing one full academic year. If a student wishes to change advisors, she/he should discuss this with the program chair, then the current advisor and prospective advisor.

Cultural Diversity

Argosy University, Phoenix recognizes the importance of cultural diversity and individual differences in the training of professionals. We commit ourselves to admit, educate, and support students of all demographic populations. The Argosy University, Phoenix community actively supports culturally diverse students through faculty leadership, administrative support and student groups.

Student Services Advising

The Student Services Department provides advising to students on general administrative and financial issues. In addition, staff members in that department are responsible for directing students to other departments for assistance.

Progress Advisors

Argosy University, Phoenix provides Progress Advisors who advise students about their schedule, class registration, processing of forms and transcripts, and attendance, and academic progress and curriculum issues. They inform and assist students with access to all available services. All students are assigned to Progress Advisors by program as indicated below:

Progress Advisor	
Michelle Bicey mbicey@argosy.edu 602.216.3106	College of Undergraduate Studies <ul style="list-style-type: none">Bachelor of Arts<ul style="list-style-type: none">Liberal ArtsPsychologyBachelor of Science<ul style="list-style-type: none">Business AdministrationCriminal Justice College of Education <ul style="list-style-type: none">Master of Arts in Education<ul style="list-style-type: none">Educational LeadershipHigher and Postsecondary EducationInstructional LeadershipTeaching and LearningEducational AdministrationDoctor of Education<ul style="list-style-type: none">Teaching and LearningInitial Education AdministrationAdvanced Educational AdministrationEducation Specialist<ul style="list-style-type: none">Teaching and LearningInitial Educational AdministrationAdvanced Educational Administration

Matthew Krahn mkrahn@argosy.edu 602.216.3107	College of Business <ul style="list-style-type: none"> • <i>Master of Business Administration</i> • <i>Doctor of Business Administration</i> American School of Professional Psychology <ul style="list-style-type: none"> • <i>Master of Arts</i> <ul style="list-style-type: none"> Forensic Psychology Industrial Organizational Psychology Sport-Exercise Psychology Counselor Education <ul style="list-style-type: none"> • <i>Master of Arts in Mental Health Counseling</i>
Mary Ann Walker mawalker@argosy.edu 602.216.3178	American School of Professional Psychology <ul style="list-style-type: none"> • <i>Master of Arts</i> <ul style="list-style-type: none"> Clinical Psychology • <i>Doctor of Psychology</i> <ul style="list-style-type: none"> Clinical Psychology

Peer Advising

Argosy University, Phoenix Student Government (STUGO) coordinates a peer-mentoring program in which new students are matched with advanced students to provide advisement and support. The Peer Mentor Program is designed to provide information vital to the academic success of incoming students in all Argosy University, Phoenix programs. Advanced student mentors give direct support to incoming students and provide guidance to accessing resources on campus as well as with the community. Incoming students will adapt with greater ease to university life and studies when a more advanced peer is available to bridge and mediate their experience.

Academic Resources

Argosy University, Phoenix provides all students with a Resource Center where they can obtain tutoring for writing (APA Style) and math skills at no additional cost. The center is located on the fourth floor. To obtain the hours and room number contact the Student Services department. You can schedule an appointment via email with our Resource Center Coordinator, Michelle Bicey at mbicey@argosy.edu.

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. <p>Click the course title link to access your online classroom directly or</p> <p>Click the red “Go to my classes” button locate your courses in the eCollege Course List. Click the blue title link to enter the course.</p> <p>You will have access to your courses 3-days before the first day of a session.</p>
eCollege Technical requirements	<ol style="list-style-type: none"> 1. Go to http://myeclassonline.com; click “NO” on the pop up window 2. Click “Technical Requirements”; click “NO” on the pop up window
eCollege Student Orientation Course	It is highly recommended that you complete an eCollege tutorial before starting courses. To access the tutorial, click on the red “Go to my classes” button in the student portal 2 weeks before the session starts. This orientation course will remain in your account until you complete your program.
Participation	You must login and participate in your 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.

WEBSITES AND PUBLICATIONS

Argosy University

www.argosy.edu

This site allows students to view all national Argosy University campus information, apply for admission, access to financial aid links, and the academic catalog.

Argosy University Student Portal

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

- Go to www.argosy.edu.
- Click on **Student Link**.
- Click on **Student Portal**. 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. It is the student's responsibility to read Argosy Email on a daily basis to stay current and informed on any correspondence that is sent via email from the University.

- From the Home Page, click on **New Gmail Account**, **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, you need to be in your email. Find the box in the upper right hand corner, click on **Settings**. The settings window will pop-up, Click on **Forwarding and POP/IMAP**, and the window will change. Now you can indicate what email address that you want to have your Argosy email forwarded to and if you want to keep a copy of the email in your Argosy inbox or have it deleted once the email is forwarded. Finally you need to go to the bottom of the window and click on **Save Changes**. Your email forwarding is complete.

Argosy University E-Store

<http://www.cudaapparel.com/argosy.php>

Students can purchase Argosy University apparel and merchandise via the Internet.

EMERGENCY PROCEDURES

In the event of an emergency, dial 911.

Accidents and Illness

When there is doubt as to procedure in case of medical emergency, immediate medical advice should be secured by dialing 911. Anyone who is injured or becomes ill at Argosy University, Phoenix should be directed to an emergency room. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by calling 911.

Building Evacuation Procedures

Evacuate the building in a calm manner—**DO NOT RUN. EXIT** the building on the first floor. There are two exit doors located on the first floor. If you are on the second, third or fourth floor **do NOT use the elevators**. A stairwell, located on west side of the building, will exit to the outside of the building. Designated staff and faculty will give directions. All students are urged to acquaint themselves with the location of the exits.

The following are examples of emergency situations that warrant building evacuation:

Biochemical/Hazardous Materials Incident

Evacuate the area immediately.

Bomb Threat

Proceed to the closest exit or stairway. **Do NOT use the elevators**. Evacuate the building immediately.

Fire

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire stairwells, and available fire extinguishers on each floor of the school. In case of fire, evacuate the building immediately. Pull the fire alarm and call the emergency operator (911). Give the operator the precise location of the fire and s/he will alert the fire department. You must exit the building on the first floor. There are two exit doors located on the first floor. If you are on the second, third or fourth floor **DO NOT use the elevators**. A stairwell, located on west side of the building, will exit to the outside of the building. Designated staff and faculty will give directions.

Gas Leak

Evacuate the immediate area. **DO NOT** use any cell phones, electrical devices or pull the fire alarm.

Elevator Breakdown

If the elevator stops between floors, push the call (red) button to alert the security guard. Also push the call button to alert the operator for additional assistance.

BUILDING SECURITY

An electronic security system is activated when Argosy University, Phoenix is closed and can only be operated by authorized personnel. Additional consideration has been given to security by the grounds crew by keeping shrubs and hedges low and well trimmed. Many lights have been installed to the exterior of the building and parking lots. Video cameras are located throughout portions of the building to monitor visitors and protect against criminal activity. Call Security 602.309.1917 or 911 to report weapons on campus.

Incident Reports

A complete report of every incident, no matter how minor, should be made to Campus Security (602.331.7676) within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of person involved/injured, description of the injuries, property damage (if any) to the person(s) and/or campus, and names and addresses of witnesses. Campus Security is located on the first floor security desk in the lobby area near the elevators.

Any accident involving serious injury on campus should be reported to Campus Security, the Human Resources manager or director of Student Services at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

Theft

All incidences of theft should be reported immediately to the security guard on duty at the first floor security desk 602.331.7676.

ANIMALS ON CAMPUS

Only service animals are permitted on the premises of Argosy University, Phoenix campus. All other animals are prohibited in the building.

IDENTIFICATION (ID) CARDS

ID cards are required when at Argosy University, Phoenix and must be visible upon your person at all times. You are provided with an ID card that is used for various purposes for the duration of your program. You should not loan your ID card to anyone for any reason, as you will be responsible for its use (loss or damage to books and equipment). If your card is lost, report it and then have it replaced. The cost for a replacement card is \$10. Students who withdraw from school are required to turn in their ID cards to the Student Services Department.

LOST AND FOUND

The lost and found is located at the circulation desk of the library. Inquires should be directed to (602) 331-7536. *Please note that Argosy University, Phoenix does not assume responsibility for personal property. Individuals are responsible to ensure that personal property is secured at all times.*

PORTABLE COMMUNICATIONS DEVICES

Students are required to turn off all cell phones while attending class.

POSTERS, FLYERS, AND BANNERS

All posters, flyers, and banners must be approved through the Director of Student Services, Campus President, or Vice President of Academic Affairs.

SMOKING POLICY

Argosy University, Phoenix provides a non-smoking work and study environment. Building regulations further prohibit smoking on or immediately in front of the premises. In accordance with federal and state regulations, a designated smoking area is located 25 feet from the east side of the building. Signs are posted for ease in identifying the designated smoking area to ensure the health and safety of all Argosy University, Phoenix employees, students, and visitors.

VISITOR POLICY

General Guidelines

The campus provides security guards on the property seven days a week to patrol the premises. Access to the building is restricted to normal business and class hours; doors are locked during other hours. Access to the building is restricted to students, employees, and those conducting business with Argosy University, Phoenix. Student ID badges must be worn and visible at all times. Visitors must sign in at the front desk (Security) and are subject to school policies. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors.

Children on Campus

All children under the age of 18 years must be registered at the front desk (security) upon entering the campus. In addition, information for the visitor's log, including the name and telephone number of the responsible adult to contact in case of emergency, must be completed. Visiting children will be given a visitor's badge; upon leaving the campus, children should turn in the visitor's badge and inform the front desk personnel of their departure. Children under the age of 18 years must be accompanied by a responsible adult at all times. Argosy University, Phoenix is unable to provide childcare on campus and will not be responsible for children who are left unattended at any time on campus. Children, visitors or family are not permitted in the student computer lab fourth floor at any time. Children, visitors or family are not permitted in the classrooms at any time without the prior permission of the instructor.

STUDENT MESSAGES

All important announcements, information, events and student activities will be communicated to students via their Argosy University student email account and posted on the digital monitor located on the fourth floor lobby in front of the elevators. *It is the student's responsibility to read on a regular basis their Argosy University student email to stay informed and connected.*

TECHNOLOGY REQUIREMENTS

All students are required to have Internet access for receiving email communication from Argosy University, Phoenix for researching the library's electronic databases, for connecting to their online/blended courses, registering for classes, and accessing University information.

VOTER REGISTRATION

Argosy University, Phoenix provides students with information regarding voter registration. For your convenience, voter registration applications are located in the Student Lounge on the fourth floor and in the Student Services department.

SECTION THREE

LIBRARY, COMPUTER RESOURCES AND TEXTBOOKS

LIBRARY

Argosy University, Phoenix Library contains a specialized collection of books, journals, videos and testing materials in the fields of psychology, psychiatry, the social sciences, business, and education. The Learning Resource Center at The Art Institute of Phoenix is jointly housed with the Argosy University Library. They offer a variety of general resources as well as specialized collections in the fields of art, technology, culinary arts, and marketing.

Special Collections

The reserve collection offers a copy of some required materials for class. These materials may only be used in the library. The reference collection houses a combination of general and highly specialized sources in a variety of subject areas. The career, professional, and educational development collection is home to an assortment of practical texts ranging from resume guides and field-specific career guides to tax guides. The recreational reading collection offers popular fiction as well as a small collection of children's books. The psychological testing materials collection supplies over 150 different psychological tests. These materials are only available to students enrolled in the clinical and school psychology programs. Books and videos are available for all students to borrow.

Electronic and Computer Resources

Students have access to many electronic books, journals, and other materials through password-protected online databases including PsychINFO, Psych ARTICLES, SPORTDISCUS, Business Source Premier, ABI/Inform, Academic Search Complete, ProQuest, INFOTRAC, and ebrary/NetLibrary (electronic books). Assistance and informal instruction in the use of these items is available upon request. Online tutorials are also available via the library services homepage. Campus-based students may also receive formal instruction.

Library Computer Resources

The library has Internet accessible computers with printer access available for general student use. All computers offer the most current version of Microsoft Office Professional and the SPSS statistical package. An additional computer, loaded with psychological test scoring software is only accessible to students enrolled in the clinical and school psychology programs. Assistance and instruction in the use of these items is available upon request.

Interlibrary Loan (ILL)

Interlibrary loan (ILL) service is also available to all students. ILL allows students to request books and journal articles not owned by the Argosy University, Phoenix Library from other Argosy University libraries, and if need be, various libraries throughout the United States.

TEXTBOOK AND COURSE MATERIALS

Textbooks

MBS Direct

Students have several options for purchasing textbooks. MBS Direct offers the convenience of ordering textbooks via their website at <http://bookstore.mbsdirect.net/argosy.htm>. They offer 24/7 customer service through their toll free number 800.325.3252, via email at VB@mbsDirect.net , or via live chat link located on the Virtual Bookstore website. The College Store located at 1329 W. Thomas Rd., Phoenix, AZ 85013 offers the opportunity to shop locally. Their telephone number is 602.368.7040. Students may also purchase textbooks through other vendors.

The College Store

The College Store is located at 1329 W. Thomas Rd., Phoenix, AZ 85013. It offers the opportunity to shop locally. Their telephone number is 602.368.7040. Students may purchase textbooks through other vendors also.

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. Student will also have the option to purchase a hard copy of the textbook through a third party at their own expense.

LOST AND FOUND

The lost and found is located at the circulation desk of the library. Inquires should be directed to 602.331.7536. *Please note that Argosy University, Phoenix does not assume responsibility for personal property. Individuals are responsible to ensure that personal property is secured at all times.*

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR'S OFFICE

Academic Catalog

The current Argosy University Academic Catalog is available online at <http://www.argosy.edu/admissions>. All new and continuing students are referred to this website and are asked to read the catalog. The catalog contains information pertaining to program requirements, academic policies and procedures, student rights and responsibilities, probation policies, procedures for grade appeals, course descriptions, academic calendar and schedule of tuition/fees. It is the student's responsibility to be familiar with and understand the information in the catalog. Students that have any questions regarding any information in the catalog should contact Student Services for assistance.

Student Argosy Email

All students are required to create a username and password to establish an email account through the Student Portal (see page 7 for directions to access Student Portal). All communication from the University will be sent to your Argosy email. ***It is the student's responsibility to read Argosy email on a daily basis to stay current and informed on any correspondence that is sent via email from the University.*** Instructions on how to set-up your email account are given to you at orientation. If you need assistance or need to obtain another set of instructions please contact Student Services.

Transcripts

Transcript requests are made by submitting a completed Transcript Request form to the Student Services Department. 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 refer to the Argosy University Academic Catalog. Telephone requests for transcripts cannot be processed. Request forms submitted by fax must include the student's name, ID number, date of birth, address to be sent, and signature. The Student Services Department will release transcripts only when students have met all their financial obligations to the University.

Registration

Students intending to enroll for a given term must register during the registration period and complete plans for payment of tuition and fees according to the tuition payment policy. Students **MUST** be continuously enrolled in their program of study from the time of matriculation through graduation. Enrollment in either Session I or Session II of a semester will satisfy this requirement. A Registration Bulletin is sent via Argosy student email to all students to inform them of the registration dates for each semester. The bulletin will have the instructions, all dates, and registration deadline that students are required to register by. Students who need to take time off due to medical or other significant reasons may do so. However, the student **MUST** complete a Temporary Withdrawal form and receive approval from his/her Academic Advisor prior to temporarily withdrawing from the University and it must be submitted to Student Services for processing. Students can obtain the Temporary Withdrawal form from the Student Services Department.

Priority Registration

Because some courses are limited in size, the Student Services Department has implemented registration priorities to determine the order of processing in registration for Clinical Psychology students only. Care is taken to ensure that the student registration proceeds efficiently. The course registration priority system for Argosy University, Phoenix is based upon the student's cumulative credit hours earned. If registering electronically, students are allowed to register on a specific day based on credit hours earned. Some course sections are reserved for students who have elected to pursue a concentration. If openings remain in these course sections, these spaces will be made available to other students during the week following priority registration.

Add/Drop Process

The Student Services Department urges all students to complete their entire course schedule during the official registration period. Most courses are closed by the end of that period. However, students already registered may add or drop a class during the registration period (**refer to the Add/Drop Deadlines sheet**) by submitting a signed, dated, Add/Drop Request Form to the Student Services Department. Students are not permitted to add a class to their schedule if the course is closed. Argosy University, Phoenix does not accept schedule changes by telephone. All registration forms and Add/Drop forms require the signature of the student's advisor. If the course has already met once, students must obtain the written approval of the course instructor and their advisor to enroll in that course. Students who want to drop a class may do so by submitting a signed and dated Add/Drop Request Form to the Student Services Department. There is no fee charged for any student submitting a request to drop a course **during the Add/Drop period**. All requests submitted after the Add/Drop period will incur charges. Please refer to the current **Academic Year Course Add/Drop Deadlines Sheet** posted in the Registration Bulletin each semester and you can also obtain a copy from the Student Services Department.

Late Registration

Late registration will be allowed with the permission of the Student Services Department, provided that the courses have not been closed to additional enrollment. A late fee of \$50 will be assessed to any student who registers after the registration deadline.

Course Availability/Cancellation

While Argosy University, Phoenix makes every effort to provide sufficient course sections for students, the 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 without an Add/Drop fee.

Automatic Registration

Automatic registration may be used for students who must be continually enrolled in a course that does not require them to be on campus, such as internship. Automatic registration may only be used with the signed permission of the student. It may not be used for any course that takes place on campus. An Automatic Registration Permission form for each course in which students will be automatically registered is submitted to the Student Services Department.

Course Transfers/Waivers

University policy on course credit transfer waivers is published in the *Argosy University Academic Catalog*.

Course Credit Transfer Request forms are available from the Student Services Department. A separate form must be submitted for each course request. Turn around time is within four weeks of the request.

Information Changes

The Family Education Rights and Privacy Act of 1974 (FERPA) requires that all information change 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 Academic Catalog. Telephone requests cannot be processed. Address and telephone changes can be made by completing a Change of Address form and submitted to Student Services Department. The form can be obtained from the Student Services Department. Name changes can be made by completing a Change of Name form and submitted to Student Services Department. Supporting documents for the name change must be included with the Name Change form. The form can be obtained in the Student Services Department. It is the student's responsibility to inform the school of any information changes so that the school has your most current and accurate information on file in the student system.

STUDENT AFFAIRS

Diversity Forum

Argosy University, Phoenix has initiated the Diversity Forum which meets once a week during the fall and spring semesters. The Diversity Forum invites all students, faculty and staff to participate in this committee. Argosy University, Phoenix recognizes the importance of cultural diversity and individual differences in the training of psychologists, commits itself to prepare students to provide services to diverse populations.

Disabilities

Argosy University, Phoenix 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, Phoenix.

Argosy University, Phoenix 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 of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Argosy University, Phoenix ADA Coordinator Dr. Ann K. Allison: at 602.216.3105 or email aallison@argosy.edu. If you have a concern or complaint in this regard, please contact Student Services. Complaints will be handled in accordance with the Argosy University Student Grievance Procedure for Internal Complaints of Discrimination and Harassment published in the Academic Catalog (see Section Two, Institutional Policies).

International Student Advisement

International students should also seek regular advisement from the International Student Advisor to ensure that all of their paperwork is current and in compliance with immigration laws during their entire program. This is especially important if an international student wishes to travel abroad, to begin a practicum or internship, to secure any type of employment, or to change any aspect of her/his immigration status. Jacqueline Martinez is the Designated School Official (DSO) for Argosy University, Phoenix. She can be reached at 602.216.3120 or jmartinez@argosy.edu.

Health/Liability Insurance

Argosy University, Phoenix is constantly working to improve the services we make available to our students. As part of that effort we are pleased to provide information to you on student medical insurance. Argosy University, Phoenix strongly encourages all students to maintain adequate health insurance while attending school. Students can enroll online in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators, Inc. at <https://secure.visit-aci.com/au>.

Student Evaluations/Surveys

Students will be given confidential end-of-term course evaluation forms (IDEA) electronically via their Argosy email at the completion of each course. These confidential surveys are used to track progress and provide feedback to instructors. Student feedback is essential to providing quality instruction.

The Noel Levitz Adult Student Priorities Survey is administered to the student population in the spring. This survey helps give our campus leadership insight into the aspects of the University that are important to students as well as how satisfied they are with them. Argosy University, Phoenix has a committee that will meet and go over the results of this survey each year to determine how we can make changes, or revisions to improve the campus and the needs of our students.

Graduation

Annual commencement ceremony for Argosy University, Phoenix generally occurs in the fall. Students must meet graduation requirements and submit a completed Petition to Graduate to the Student Services Department prior to posted deadlines in order to participate in the commencement ceremony. Students who wish to participate in this event and those who do not intend to participate must complete a Petition to Graduate form, pay the appropriate graduation fee and have completed ALL program requirements by the deadline date of the ceremony.

Student Government

The Argosy University, Phoenix Student Government (STUGO) provides a forum to discuss student issues.

Argosy University, Phoenix encourages and supports student involvement at the University through the STUGO. The purpose of STUGO is committed to do the following:

- Provide a forum to discuss student issues
- Facilitating the exchange of ideas and information among students
- Act as a liaison between students, faculty and administration
- Serve as the primary student club on campus and to support University clubs and work collaboratively with these organizations
- Organize student activities and events at Argosy University, Phoenix campus and in the community
- Providing leadership opportunities for students within Argosy University, Phoenix
- Promote University spirit among the student body and create a sense of connectedness with the University that will result in student success
- Serve as advocates for the entire Argosy University, Phoenix student body at the local and national level
- Offer the Student Mentor Program to provide information vital to the academic success of incoming students in all Argosy University, Phoenix programs. Advanced student mentors give direct support to incoming students and provide guidance to accessing resources on campus as well as within the community. Incoming students will adapt with greater ease to university life and studies when a more advanced peer is available to bridge and mediate their experience.

A note from the 2009-2010 STUGO President- Angie Williams-McMichael

“STUGO plays an important role in working closely with the students to be an affective representation of the entire student body at Argosy University, Phoenix. It is also our role to bridge the communication between the student body, staff, faculty and administration. We highly encourage the support of all students and look forward to meeting and interacting with you at our many activities that we have planned for this upcoming academic year. It is through such activities that STUGO helps to continue to develop and maintain a sense of community between everyone on campus while having fun too”. Please check the STUGO Website - <http://stugo.argosyphx.com/stugo-home> for more information.

Student Activities

The Student Services Department sponsors student events throughout the year. Announcements of these events will be posted on the digital monitor located on the fourth floor lobby in front of the elevators and sent to all students via their Argosy University email address.

Professional Organizations

Argosy University, Phoenix encourages students to join professional organizations that reflect each student's career path. Examples of professional organizations include

- American Psychological Association
- Arizona Psychological Association
- American Counseling Association
- Arizona Counselors Association
- Association for Applied Sport Psychology
- Arizona Educational Research Organization
- Arizona School Administrators

STUDENT FINANCE

The Student Finance Office is available to answer questions about financial aid, billing issues, payment options and scholarships. All forms and links to financial aid applications and resources can be found in the Student Finance Office. Please review the “Financial Policies and Assistance” section of the *Argosy University Academic Catalog* for the current financial responsibilities to ensure registration completion. Resources available through the Student Finance Office include:

- Register for direct deposit online
- Financial aid check list (a list of all steps needed to apply for federal financial aid)
- Argosy University Financial Aid Guide
- Loan consolidations information
- Federal financial aid applications
- Alternative loan applications (a credit based loans)
- Scholarship and grant applications
- Loan deferment documentation
- Tuition discount information

Scholarships

Students may apply for only one scholarship. Award amounts range from \$1,000 to \$5,000 for the academic year. Each award has criteria requirements to find out more information and the requirements, please contact the Student Finance Department. The Argosy University Scholarship Application can be obtain through the following website <http://sites.google.com/site/aupxscholarships/> or at the Student Finance Department.

New Student Scholarships

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

Continuing Student Scholarships

- The Dissertation/CRP Scholarship
- The Arizona Community Service Scholarship
- The Diversity Scholarship
- President's Scholarship
- Re-Entry Award
- Argosy University Merit Award

Other scholarship links are available to students through the <http://sites.google.com/site/aupxscholarships/> website. You can also contact Student Finance if you have further questions regarding information on any of the scholarships or requirements.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Phoenix provides the Campus Security Report to all of its employees and students as part of the Argosy University, Phoenix 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. Bart Lerner at 602.216.3114 and blerner@argosy.edu.

The Argosy University, Phoenix 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 & CAMPUS

The use of illegal drugs and the abuse of alcohol on the Argosy University, Phoenix campus or in facilities controlled by Argosy University, Phoenix are prohibited by University regulations and are incompatible with the Argosy University, Phoenix 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, Phoenix and the requirements of state and federal laws, Argosy University, Phoenix 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

DRUG AND ALCOHOL SANCTIONS

Argosy University, Phoenix, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Argosy University, Phoenix 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 Argosy University, Phoenix 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

**Arizona Criminal Penalties
Marijuana (A.R.S. § 13-3405)**

Quantity	Activity	Penalty
Less than 2 lbs.	Possession or Use	Class 6 felony
2-4 lbs	Possession or Use	Class 5 felony
4+ lbs	Possession or Use	Class 4 felony
Less than 2 lbs	Possession for Sale	Class 4 felony
2-4 lbs.	Possession for Sale	Class 3 felony
4+ lbs	Possession for Sale	Class 2 felony
Less than 2 lbs.	Transport, import	Class 3 felony
2+ lbs	Transport, import	Class 2 felony

Peyote (A.R.S. § 13-3402)

Activity	Penalty
Possession, Sale, Transfer	Class 6 felony

Narcotic Drugs* (A.R.S. § 13-3408) – any amount

***as defined in A.R.S. § 13-3401 includes (among others) Cannabis, Cocaine leaves, Fentanyl, Opium, Codeine, Heroin.**

Activity	Penalty
Possession or Use	Class 4 felony
Possession of equipment/chemicals to manufacture	Class 3 felony
Possession for sale	Class 2 felony
Manufacture	Class 2 felony
Administer	Class 2 felony
Obtain by fraud	Class 3 felony
Transport, import	Class 2 felony

Prescription-only Drugs (A.R.S. § 13-3406) – any amount

Activity	Penalty
Possession or Use	Class 1 misdemeanor
Possession for sale	Class 6 felony
Possession of equipment to manufacture	Class 1 misdemeanor
Manufacture	Class 1 misdemeanor
Administer	Class 1 misdemeanor
Obtain by fraud	Class 1 misdemeanor
Transport or import	Class 6 felony

Imitation Controlled Substance, Imitation Prescription-only Drug, Imitation Over the Counter Drug (A.R.S. 13 § 13-3451-3458) – any amount

Activity	Penalty
Possession with intent to distribute	Class 2 misdemeanor
Manufacture, distribute, or possess with intent to distribute	Class 6 felony
Any violation with respect to person under 18	Class 5 felony

Dangerous Drugs (A.R.S. § 13-3407) – any amount

As defined in A.R.S. § 13-3401(6), include (among others) LSD, Mescaline, Psilocybin, Amphetamine, Methamphetamine, Barbiturate.

Activity	Penalty
Possession or Use	Class 4 felony
Possession for sale	Class 2 felony
Possession of equipment to manufacture	Class 3 felony
Manufacture	Class 2 felony
Administer	Class 2 felony
Obtain by fraud	Class 3 felony
Transport, import	Class 2 felony

Sentence for Convictions (A.R.S. § 13-701)

Subject to more severe penalties for dangerous and repetitive offenders A.R.S. § 13-604, offenses involving or using minors, A.R.S. § 13-4309 and other aggravating circumstances as set forth in A.R.S. § 13-702, the following terms of imprisonment shall follow a conviction for a first offense:

Class 2 felony	5 years
Class 3 felony	3.5 years
Class 4 felony	2.5 years
Class 5 felony	1.5 years
Class 6 felony	1 year

Conviction and probation may also include substantial fines, mandatory drug testing and community service. Penalties will be increased for violations that occur in drug-free school zones (A.R.S. §13-3411). 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.

Conviction for Drug-Related Offenses

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

PHOENIX AREA RESOURCES

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Student Services Office. Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. Below is a list and contact information:

Addiction Resources, Inc.

4337 W. Indian School Rd.

Suite 107

Phoenix, AZ 85031

602.233.9401

Arizona Cocaine Anonymous

602.279.3838

www.caarizona.org

Narcotics Anonymous Helpline (Phoenix Metropolitan Area)

480.897.4636

Salt River Intergroup

aaphoenix.org

602.264.1341

The Substance Abuse and Mental Health Services Administration (SAMHSA)

Substance Abuse Treatment Facility Locator: <http://findtreatment.samhsa.gov/about.htm>

National Drug Information and Treatment Referral Services Helpline: 800.662.4537

APPENDIX I

FACULTY BIOGRAPHIES

Below is a list of core faculty with a brief description of their individual backgrounds, interests, current activities and years at Argosy University, Phoenix.

ADMINISTRATION

Bart Lerner, EdD, *West Virginia University*. Campus President. Dr. Lerner is a Licensed Professional Counselor in Arizona. His areas of interest include performance enhancement training (e.g., goal setting, imagery, performance anxiety), self-confidence, psychological aspects of injury and rehabilitation, substance abuse issues, supervision and training, and graduate training in sport psychology. Dr. Lerner has experience working with youth, high school, college, and professional athletes in the field of sport-exercise psychology for approximately 15 years. Dr. Lerner taught courses in the exercise sciences (i.e., exercise physiology, motor learning and development, and sports medicine and rehabilitation), and statistics as well as counseling-related courses (i.e., basic intervention skills, life-span development, and substance abuse).

Norma Patterson, PhD, *University of Nebraska*. Vice President of Academic Affairs. Dr. Patterson has an extensive background in education and educational administration at both the K-12 and higher education levels. In addition to teaching in K-12, Dr. Patterson has been an administrator at the University of Nebraska and Grand Canyon University. Prior to coming to Argosy University, Phoenix, Dr. Patterson was a program director at the Arizona Department of Education. She teaches courses in education administration (K-12 and Higher Education), curriculum and instruction, instructional technology, distance education and research design and program evaluation in education. Dr. Patterson's research interests include distance education, technology in education and female leadership in higher education.

COLLEGE OF BUSINESS

Chris Marcum, PhD, *Walden University*, *Associate Professor/Program Chair of Business Programs*, has an extensive background in business operations and organizational research. Experience includes many years with Qwest Communications as, (1) Director of Network Operations over the states of Arizona and New Mexico, (2) Senior Resource Manager for fourteen western states, (3) Process Advisor and Analyst for Network Operations, (4) Staffing Consultant, and (5) Information Services Manager. A long term qualitative case study of a system developed for Qwest by Dr. Marcum eventually led to a dissertation and a Ph.D. from Walden University in Administrative Management. Additional business experiences include direct marketing and sales management for two nationally owned companies in advertising and professional fund raising. He was Assistant Professor of Business and Director of Academic Operations for Ottawa University prior to joining Argosy University as Business Program Chair. Teaching experience includes eleven years instruction of undergraduate as well as graduate adult learners in management, human resources, and organizational development.

COLLEGE OF EDUCATION

Ann K. Allison, EdD, *Northern Arizona University*, *Associate Professor*, has extensive experience in K-12 education at all levels, including: special education teacher, department chair, district level director of special programs, assistant principal, and principal. Her experience was gained in a variety of locations, including rural Tennessee, the suburban area of Chicago, and metropolitan Phoenix, Arizona. As a middle school principal, Dr. Allison and her staff earned the National Blue Ribbon School of Excellence award. She has also been recognized by Northern Arizona University as a Distinguished Alumni and a Silver Sponsor for the Arizona Teacher of the Year. Dr. Allison has served as a state and national site visitor charged with judging and recognizing excellence in both private and public schools. She is a member of the governing board of the Arizona Educational Foundation and the Wells Fargo Bank Teacher Partner Program. Dr. Allison's interests include leadership theory and development, K-12 program reform and accountability, organizational change, education for at-risk and special populations, and the ethics and philosophy of education.

JoAnne Bauman, PhD, *Florida State University, Professor of Practice*, is currently an adjunct professor with Argosy University, Phoenix and has over 30 years of experience in working with children. Dr. Bauman has been a Lead Psychologist for a large school district. Dr. Bauman has also been the testing coordinator for a large school district with over 20,000 students. Dr. Bauman has taught graduate courses for Argosy University for the last two years in the assessment area. Dr. Bauman has developed expertise in the areas of: cognitive assessment, academic assessment, child psychology, special education, assessment and testing, standardized assessment, and professional practices in school psychology. Dr. Bauman has professional interests in assessment, assessment data summary, learning disabilities, ADHD, school interventions, behavioral psychology, and test development. Dr. Bauman holds certifications at the state and national level and is a member of state and national organizations

Robert L. Campbell, EdD, *Northern Arizona University, Associate Professor*. Teaching has been the primary focus of his career, which extends from young intermediate grade students to doctoral students hoping to become recognized leaders in instruction and curriculum design. Dr. Campbell earned an EdD in Instructional Leadership with an emphasis in Science and Technology and also received an Honorary Doctorate (DHL) from Northern Arizona University in Flagstaff, Arizona. His most recent career path has included the design of national curriculum coursework for Argosy University through participation in national committee work.

Ace Faust, EdD, *Northern Arizona University, Professor of Practice*, Dr. Faust has an extensive background in P-12 education and has been a member of the Phoenix campus for four years. He has 25 years as a principal. He received his master degree in Educational Administration from Bucknell University and his Bachelor of Science in Education from Bloomsburg University.

Mary Lou Lauer, PhD, *University of Iowa, Associate Professor*, completed her doctorate in Higher Education with a concentration in Curriculum and Instruction from the University of Iowa's College of Education and Department of Planning, Policy and Leadership Studies. She received her master's degree in Science Education from Northeast Missouri State University - Kirksville. She led an academic department as a dean and also served as the vice president of academic affairs and chief academic officer. Dr. Lauer has been associated with higher education for over 30 years, both as faculty member and as an administrator. Dr. Lauer is interested in helping doctoral students navigate the transition into administrative and instructional leadership.

Michael McCarthy, PhD, *Arizona State University, Professor*, has expertise in school psychology, child psychology, assessment, and special education. Dr. McCarthy has over 30 years experience working with children and over 15 years experience in graduate teaching. He has worked in school settings, hospital, private practice, and for the Arizona Department of Education. Dr. McCarthy's professional interests include learning disabilities, attention deficit hyperactivity disorder, emotional disabilities, social skill development, school interventions, behavior psychology, ethics, and test development. Dr. McCarthy teaches courses in the psychological assessment of children and adolescents, integrative assessment, school psychology, ethics, history and practice, and learning.

Elena Parra, PhD, *University of Arizona, Associate Professor*, has a professional interest in cross-cultural research that includes the study of multicultural issues in therapy, intervention and learning, hypnosis, and forensic psychology. Prior to joining the faculty at Argosy University, Phoenix, she was a professor of school psychology at the University of Arizona. She has taught, consulted, and provided numerous students with a multicultural experience in conjunction with several universities in Mexico. Dr. Parra currently teaches courses in cognitive and personality assessment, psychotherapy and intervention, ethics, issues in the assessment and treatment of diverse populations, and contemporary issues in bilingual school psychology.

Samara Way, PhD, *University of Wisconsin, Assistant Professor*, after 15 years of working as a school psychologist, Dr. Way recently joined the faculty at Argosy University as the Director of Student Training in the School Psychology Program. Dr. Way received a doctoral degree in Educational Psychology from the University of Wisconsin and has experience teaching and supervising graduate and undergraduate students in school psychology and special education. Areas of professional interest and expertise include assessment and intervention for culturally and linguistically diverse students, exceptional learners, school consultation and collaboration, curriculum-based measurement and response to intervention. Dr. Way is a Nationally Certified School Psychologist and a Licensed Psychologist in Arizona.

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

American School of Professional Psychology at Argosy University, Phoenix

Master of Arts (MA) in Clinical Psychology

Doctor of Psychology (PsyD) in Clinical Psychology Programs

Louise Baca, PhD, *Arizona State University*, Professor attended the University of New Mexico as a Presidential Scholar and graduated with distinction in 1981. Graduate education in Clinical/Community Psychology at Arizona State University brought her to Tempe, Arizona. Dr. Baca completed her PhD in 1991, and was hired that year by Arizona State University's Counseling and Consultation center. After 19 years of clinical service, she accepted a full time academic appointment at Argosy University, Phoenix. Her areas of responsibility and interest include diversity, consultation and supervision, and group psychotherapy. Dr. Baca has conducted clinical outcome research in the development of culturally responsive group therapy with substance-abusing Mexican American adolescents. Current scholarly interests include the documentation of Native American philosophies of life and healing to be included in a standard psychology curriculum.

Jared Chamberlain, PhD, *University of Nevada, Reno*, Assistant Professor, he is a graduate of the Interdisciplinary Social Psychology Ph.D. Program at the University of Nevada, Reno. As a social psychologist with research interests in legal and policy issues, he has published articles concerning celebrity influences in the legal system, stress among the judiciary, and the legal rights and responsibilities of gay parents. Dr. Chamberlain also works part-time as a trial consultant in the Phoenix area.

Marilyn Cabay, PhD, *Arizona State University*, Associate Professor, she graduated with a Ph.D. in School Psychology and MS in Educational Psychology from Arizona State University, and BS in Occupational Therapy from the University of Southern California. Dr. Cabay has extensive experience as a school psychologist focusing on assessment and intervention with students with emotional and learning difficulties, developmental delays, autism and severe disabilities, from preschool through middle school level, as well as administrative and interdisciplinary background. Research interests include qualitative methods of inquiry; clinical judgment of school psychologists and institutional factors affecting psychologists' decisions; socio-political-legal influences on schools; high stakes testing; autism and developmental disabilities; cognitive, emotional, and sensorimotor development; and preventative intervention. Dr. Cabay is a licensed psychologist and certified school psychologist in Arizona.

Lisa Outhier, PsyD, *Argosy University, Phoenix*, Assistant Professor, has training and expertise in child and adolescent psychotherapy and assessment, adolescent specialty, play therapy, and Dialectical Behavior Therapy with adolescents and adults. Interests include child and adolescent development and psychopathology disabilities, such as Autism and Asperger Syndrome, and trauma.

Sheryl Harrison, PhD, *Texas A&M University*, Associate Professor, background includes Sport-Exercise Psychology including relaxation, imagery, arousal control, sport psychology ethics. Dr. Harrison has over twenty years of clinical experience in private practice and has consulted with courts, hospitals, and child protective service agencies. She has extensive clinical experience in the areas of stress management, biofeedback, Post Traumatic Stress Disorder, sport-exercise psychology, forensic psychology, and sexual abuse. Dr. Harrison teaches courses in cognitive behavioral therapy, psychotherapy, ethics and group therapy.

Rene McGovern, PhD, *Virginia Commonwealth University*, Professor, has a BA in Psychology from Adelphi University, a MA in Cognitive Psychology from the University of Illinois, and a MS and PhD. in Counseling Psychology from Virginia Commonwealth University. She completed her doctoral internship at the McGuire Veterans Administration Medical Center (VAMC) in Richmond, Virginia and her postdoctoral work in geriatrics and health psychology at MetroHealth Medical Center and University Hospitals Alzheimer's Center in Cleveland, Ohio. She is board certified in Clinical Health Psychology by the American Board of Professional Psychology (ABPP). Dr. McGovern has spent the last 18 years of her career in academic medicine and continues to be an adjunct faculty member in the department of psychiatry

at Case Western Reserve University. Dr. McGovern's clinical work has focused on adult and geriatric health psychology, where she has served in both urban and rural university hospitals, delivering inpatient, outpatient and nursing home care. As a health psychologist she has worked with individuals, couples and families, and served as a member of interdisciplinary healthcare teams to help improve overall health outcomes. Her publications include books, book chapters and journal articles in the field of health psychology and geriatrics. Dr. McGovern serves as a grant reviewer for the National Institute of Health (NIH) and as a consultant for SAMHSA for the National Registry of Evidence-Based Programs and Practices (NREPP). She received nearly 2 million dollars in federal funding as project director for ElderLynk, a program to integrate mental health in primary care for the elderly in rural Missouri. Dr. McGovern is on the medical staff at Scottsdale Healthcare.

Gina Touch Mercer, PhD, *University of Houston, Assistant Professor*, completed her BA in Psychology at St. Bonaventure University in 1987, a MS degree in Child and Family Studies from the University of Tennessee in 1989, and a PhD in Counseling Psychology at the University of Houston. From 1993 - 1994, she went to Arizona State University, Counseling & Consultation, for her predoctoral internship and received training in eating disorders, women's issues and diversity. She returned to Texas and worked in the Counseling & Testing Center of the University of Houston and completed a postdoctoral fellowship in Geropsychology at the Houston VA Medical Center from 1997 to 1998. She has been team leader and director of a geropsychiatry inpatient unit, director of outpatient geriatric services at the St. Louis Behavioral Medicine Institute, and chair of the Division of Behavioral Health in a consortium of multispecialty outpatient practices. She has a private practice and treating outpatients of OB/Gyn, Family, and Internal medicine practices, and training professionals to identify psychological issues associated with medical conditions, testing, and treatments. Dr. Mercer's clinical and research interests include assessment and treatment of dementia, anxiety disorders, compulsive eating, women's issues, and bereavement.

Cornelia Maré Pinnell, PhD, *Ohio University, Professor*, has a strong interest in the trauma-dissociation psychopathology link, the clinical applications of hypnosis in behavioral medicine, and in promoting a holistic and contextual synthesis of Eastern, Western, and indigenous approaches to the treatment and healing of the mind-body. Dr. Pinnell, has over 15 years of teaching, supervisory, clinical and research experience, and has published several articles. She has been at Argosy University, Phoenix since 1998, where she teaches courses in history and systems, social bases of behavior, adult psychopathology, cognitive behavioral theory and therapy, client-centered and experiential therapy, and leads diagnostic and therapy seminars. In addition to her academic responsibilities, Dr. Pinnell maintains a small outpatient private practice.

Michael Redivo, PhD, *California School of Professional Psychology* clinical focus includes working with families, children, and adolescents. Dr. Redivo joined the faculty of the American Schools of Professional Psychology at Argosy University, Phoenix in 2008. He specializes in working with high risk youth, school consultation/training, family therapy, and men's issues. Currently, he maintains a half time private practice and he serves on the board of the Arizona Psychology Training Consortium.

Gregory Shrader, PhD, *California School of Professional Psychology-Los Angeles, Associate Professor*, has a strong research interest in diversity and multiculturalism, HIV/AIDS prevention and intervention issues, spirituality, alternative ways of healing, and group and couples therapy. Prior to coming to Argosy University, Phoenix, Dr. Shrader worked with students in the Counseling Center at Arizona State University. Dr. Shrader teaches courses in group psychotherapy, assessment and treatment of diverse populations, intervention in grief and dying, and introduction to clinical practice with gay, lesbian, bisexual and transgender clients.

Larry Sideman, PhD, *Pacific Graduate School of Psychology, Professor*, has been a practitioner and a faculty member in a number of settings. Dr. Sideman's professional interests include forensic psychology, co-occurring disorders and the criminal offender, and ethical and legal issues in psychology. Dr. Sideman currently teaches courses in integrative assessment and substance abuse interventions.

Frederick Wechsler, PhD, PsyD, ABPP, *University of Georgia and Wright State University, Professor*, has completed twenty-three years of clinical and teaching experience. Dr. Wechsler has also completed three years of postdoctoral training at the Gestalt Institute of Cleveland and has had three years of live supervision in family and marital therapy from the Family Therapy Center at the Department of Psychiatry in the School of Medicine, University of Cincinnati. Dr. Wechsler has extensive training and experience in biofeedback. Among his clinical positions, Dr. Wechsler has worked as a staff psychologist in the Veterans Administration Medical Center, as a Senior Psychologist and Clinical Director in rehabilitation hospitals, and as a psychologist in private practice. He has presented numerous papers and published several articles in the area of Health and Rehabilitation Psychology and has interests in pain management, therapeutic process, alternative healing, meditation, and organizational psychology. Dr. Wechsler's primary teaching assignments are cognitive and personality assessment, child and adolescent development, and child and adolescent psychopathology.

Master of Arts (MA) in Forensic Psychology

Master of Arts (MA) in Industrial Organizational Psychology

Lee Underwood, PsyD, *Wright State University School of Professional Psychology, Associate Professor/Program Chair, MA in Forensic Psychology and MA in Industrial Organizational Psychology*, is a Licensed Clinical Psychologist and Certified Sex Offender Treatment Provider (CSOTP) and serves as the Clinical Director of Behavioral Healthcare with the Arizona Department of Juvenile Corrections. Dr. Underwood is the Executive Director of USA Consulting Group, a business consultation firm. He has served as an Executive Clinical Officer for several large residential treatment, juvenile justice and criminal justice programs for adolescents with mental, substance use, disruptive behavioral and sexual disorders. Dr. Underwood has held a number of policy oriented research, academic, clinical and consulting positions over his career with federal, state and private agencies for research, program design, development, implementation and evaluation of services. He has written exclusively on mental health, substance use, sex offending, forensic and cultural needs of persons involved in the juvenile and criminal justice and mental health systems. Dr. Underwood graduated from Wright State University School of Professional Psychology. He is affiliated with Regent University, School of Psychology and Counseling, Louisiana State University Health Sciences Center, and Rutgers University Graduate School of Criminal Justice. Much of Dr. Underwood's research concerns the assessment and treatment of serious mental health and antisocial behaviors in juvenile offenders; violent and chronic juvenile offenders; sexually aggressive youth; youths presenting psychiatric emergencies; co-occurring mental health and substance abuse disorders of adolescents; maltreating families; screening and assessment of co-occurring disorders, suicide and crisis response education, and model program design for youth involved in the juvenile justice system.

Master of Arts (MA) in Sport-Exercise Psychology

Joseph Dramise, PhD, F.A.C.S.M., *University of Colorado, Professor of Practice*, his BA is in Psychology/Chemistry from Arizona State University and a MA in Counseling. He is a NCC with the NBCC and a L.P.C. licensed in the State of Arizona. Dr. Dramise has been in practice in Arizona since 1988 counseling medical patients with various rehabilitation mental health problems. He is well published in the area of medical rehabilitation counseling.

Mark S. Mendez, EdD, *Argosy University, Phoenix, Professor of Practice*, he has over 20 years of teaching experience at higher education level in the field of education. He has an array of experience in the field of sports psychology. He has worked with athletes at the high school, collegiate, and professional levels. In addition, Dr. Mendez has special interests in examining the scholarly activity of today's collegiate student athlete.

COUNSELOR EDUCATION PROGRAMS

Master of Arts (MA) in Mental Health Counseling

Korey L. Hawkins, PhD, *Capella University, Professor of Practice*, has worked in the mental health field since 1994 receiving her MA in Professional Counseling and an Advanced Certificate of Graduate Studies in Marriage and Family Therapy in 1997 from Ottawa University. She completed her PhD in Counseling Psychology from Capella University in 2007. Dr. Hawkins is a Licensed Professional Counselor currently working as an outpatient therapist. In her professional life, Dr. Hawkins has provided individual and family therapy to a diverse range of populations within various clinical settings, including hospitals, private practice, community mental health, juvenile detention, and schools. In addition to providing a wide range of clinical services, she has served as an advocate of mental health and educational services to children. Dr. Hawkins has been an adjunct faculty member with Argosy University since 2002 and a Professor of Practice since 2009.

Amanda C. Nellis, PhD, *Capella University, Assistant Professor*, completed her BA in psychology in 1993, and her MA in Professional Counseling and an Advanced Certificate of Graduate Studies in Marriage and Family Therapy in 1995 at Ottawa University (Phoenix, AZ). She obtained her PhD from Capella University (Minneapolis, MN) in 2006. Dr. Nellis is a Licensed Professional Counselor in Arizona and has been providing clinical services since 1993. She brings over 15 years of experience in a variety of mental health settings (psychiatric, community, medical, private practice) serving in the roles of clinician, supervisor, consultant, director, instructor, and case manager. Dr. Nellis has worked with clients across the lifespan, including children's outpatient treatment, marriage and family therapy, training in pediatric neuropsychology, hospice and geriatric treatment, and disability evaluations, as well as treatment of diverse diagnostics and populations in the mental health field. Dr. Nellis joined Argosy University, Phoenix as adjunct faculty in 2002 and became part of the core faculty in 2007. In addition, Dr. Nellis is the Director of Counseling Training and has been involved in practicum training since 2002.

Ashlea R. Smith, PhD, *University of Arizona, Professor of Practice*, has worked in the mental health field since 2001 receiving her MA in Rehabilitation Counseling in 2005 from the University of Arizona. She completed her PhD in Counselor Education and Clinical Supervision with concentrations in Play therapy, Neurofeedback, Rehabilitation Counseling, and Relational Cultural Theory and Social Justice from St. Mary's University in 2008. Dr. Smith is a Licensed Associate Counselor and a Certified Rehabilitation Counselor. Currently she works as a play therapist with children whom have experienced trauma. Dr. Smith's research interests and clinical specialty areas include: eating disorders, self-injurious behavior, Body Dysmorphic Disorder (BDD), and the use of play therapy and sandtray therapy as therapeutic interventions with children and adolescents. Dr. Smith has been an adjunct psychology faculty member with Phoenix College and Paradise Valley Community College since 2008 and a Professor of Practice with Argosy University, Phoenix since 2009.

Linda Travis, PsyD, *Argosy University, Atlanta, Associate Professor*, has major interests and experience in geropsychology, primary care psychology, family systems across the lifespan, interpersonal-psychodynamic approaches to psychotherapy, interdisciplinary teamwork, and innovative interventions research. She has practiced in several community, private, and academic settings for the past 22 years and her scholarly contributions have been published in a variety of journals. Dr. Travis emphasizes training students for emerging areas of practice targeting underserved populations in the community, such as older adults, medical patients.

Stephanie Vitanza, PhD, *University of North Texas, Associate Professor*, is a Licensed Psychologist in the state of Arizona with a specialty in child/adolescent therapy and marriage and family therapy. She has clinical expertise in the areas of Post Traumatic Stress Disorder, trauma and child sexual abuse, play therapy and Eye Movement Desensitization and Reprocessing (EMDR). Dr. Vitanza is also frequently called upon to provide expert testimony in the area of sexual abuse of youths. Her opinions have also been solicited and published in the *Arizona Republic* or seen on local nightly news reports. Dr. Vitanza previously held appointments in the Department of Rehabilitation Counseling, the Department of Psychology and the Department of Psychiatry at Virginia Commonwealth University and Medical College of Virginia at Virginia Commonwealth University where she completed clinical work and graduate training, supervision and teaching. Most recently, Dr. Vitanza was the Director of Mental Health Services for a national nonprofit organization. Her publications and presentations focus on trauma, violence in relationships and group treatment for adolescents who have been sexually abused.

COLLEGE OF UNDERGRADUATE STUDIES

Debra Gold, PsyD, *Forest Institute of Professional Psychology, Program Chair of Undergraduate Studies*, has been in the psychology field for the past 20 years. She received her BA from University of Wisconsin-Madison. Dr. Gold has a broad background in the field working in a variety of settings such as private practice, community mental health, psychiatric hospitals and most recently working for the Arizona Department of Juvenile Corrections. Her specialty is working with adolescents and their families. Dr. Gold is a member of the Arizona Psychological Association.

APPENDIX II

CAMPUS DIRECTORY

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Gude, Brook	Assistant Director, Admissions
Harrington, Nikki	Assistant Director, Admissions
Israel, Allison	Assistant Director, Admissions
Israel, David	Assistant Director, Admissions
Lee, Linda	Assistant Director, Admissions
Neff, Erik	Assistant Director, Admissions
Reauveau Smith, Maria	Assistant Director, Admissions
Ries, Jim	Assistant Director, Admissions
Riutta, Rachel	Director, Admissions
Weston, Alexis	Admissions Administrative Assistant

LIBRARY

Name	Title
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Navarrette, Matilda	PT Financial Aid Officer

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Walker, Mary Ann	Progress Advisor	602.216.3178	mawalker@argosy.edu

APPENDIX III

CAMPUS ACADEMIC AND HOLIDAY CALENDAR

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

Session I September 7, 2010–October 27, 2010

Session II October 28, 2010–December 18, 2010

September 2010

September 6, 2010	Labor Day (Campus Closed)
September 7, 2010	Fall 2010 Semester Begins; Fall 2010 Semester Session I Begins
September 14, 2010	Course Drop Deadline for Fall 2010 Semester Session I—7 ½ week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
September 17, 2010	Course Drop Deadline for Fall 2010 Semester Session I— 15 week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>

October 2010

October 11, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I—7 ½ week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
October 3, 2010	Graduation Ceremony
October 15, 2010	Registration for Spring 2011 Begins
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>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
November 11, 2010	Late Registration Deadline for Spring 2011
November 14, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I— 15 week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
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 <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
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>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
January 21, 2011	Course Drop Deadline For Spring 2011 Semester Session I—15 week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>

February 2011

February 13, 2011	Grade of “W” Deadline for Spring 2011 Semester Session I—7 ½ week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
February 18, 2011	Registration for Summer 2011 Begins
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>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
March 18, 2011	Late Registration Deadline for Summer 2011
March 19, 2011	Grade of “W” Deadline for Spring 2011 Semester Session I—15 week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>

April 2011

April 6, 2011	Grade of “W” Deadline for Spring 2011 Semester Session II—7 ½ week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
April 22, 2011	Good Friday (Campus Closed)
April 23, 2011	Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

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

Session I May 9, 2011 – June 29, 2011

Session II June 30, 2011 – August 20, 2011

May 2011

May 9, 2011	Summer 2011 Semester Begins; Summer 2011 Semester Session I Begins
May 16, 2011	Course Drop Deadline for Summer 2011 Semester Session I —7 ½ week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
May 21, 2011	Course Drop Deadline for Summer 2011 Semester Session I—15 week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</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 <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
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>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
July 16, 2011	Grade of “W” Deadline for Summer 2011 Semester Session I—15 week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>

August 2011

August 3, 2011	Grade of “W” Deadline for Summer 2011 Semester Session II—7 ½ week courses <i>Add/Drop form must be submitted to the Student Services Department by 5:00pm</i>
August 20, 2011	Summer 2011 Semester Ends; Summer 2011 Semester Session II Ends

2010

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

2011

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

2012

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

