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## OUR MISSION

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

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

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

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

In case of emergency, please notify:

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

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



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# SECTION I

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## INTRODUCTION

### ABOUT THIS HANDBOOK

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

### WELCOME

Welcome to Argosy University, Twin Cities. The purpose of *the Student Handbook* is to describe for students the campus policies and procedures at Argosy University, Twin Cities. To enable the continued academic success of Argosy University, Twin Cities and its graduates, the administration and faculty have developed certain administrative and academic procedures designed to ensure that students are prepared for a career in, business, health sciences, education or psychology. A close working relationship between students, faculty, and staff is essential for the achievement of this goal. The basic administrative principles and procedures that define this relationship are described within this handbook. Observance of these procedures by students, faculty, and staff provides for a harmonious working partnership and creates an atmosphere in which students can focus on their academic goals and responsibilities.

Scott K. Tjaden, PhD

*Campus President*

Argosy University, Twin Cities

### RIGHT TO CHANGE REQUIREMENTS

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



# SECTION II

## CAMPUS INFORMATION

### CAMPUS ORGANIZATION

The campus administrative departments are organized as follows: Academics, Administration, Admissions, Career Services, Finance and Administrative Services, Human Resources, Library, Student Finance, Student Services. See Appendix II for contact information.

### CAMPUS FACILITIES

Argosy University, Twin Cities is located in Eagan, Minnesota. The campus is comprised of two buildings: the Main Building and the South Building.

The Main Building is located at 1515 Central Parkway and houses administrative offices (Admissions, Business Office, Career Services, Human Resources, Student Services, Student Accounts, Student Finance), adjunct faculty (all programs) bookstore, faculty (College of Health Sciences), classrooms, dental hygiene facilities (dental clinic), diagnostic medical sonography facilities (ultrasound scanning laboratories), laboratories (used by all health sciences programs), Library and Academic Resource Center, student lounges (graduate student lounge and main lounge), veterinary technology facilities (animal clinic and kennels).

The South Building is located at 1519 Central Parkway and houses the Student Counseling Center as well as the offices for undergraduate (bachelor's degree programs and general education), and graduate programs).

### BUILDING AND OFFICE HOURS

#### Building Hours

Monday – Thursday .....	7:00 am – 10:00 pm
Friday .....	7:00 am – 8:00 pm
Saturday .....	8:30 am – 8:00 pm
Sunday .....	8:30 am – 6:00 pm

*Hours are subject to change at the discretion of the campus president or designee.*

#### Reception Hours

Monday – Thursday .....	7:45 am – 8:00 pm
Friday .....	7:45 am. – 5:00 pm

#### Admissions Hours

Monday – Thursday .....	7:30 am – 8:00 pm
Friday .....	7:30 am. – 5:00 pm
Saturday .....	9:00 am – 1:00 pm

#### Library Hours

Monday – Thursday .....	7:30 am – 9:45 pm.
Friday .....	7:30 am – 6:00 pm
Saturday .....	10:00 am – 7:00 pm
Sunday .....	12:00 pm – 6:00 pm

*Changes in office and library hours will be posted.*

#### Student Services Hours

Monday – Thursday .....	8:00 am – 8:00 pm
Friday .....	8:00 am – 5:00 pm

*The Student Services Department has extended hours at the beginning of each semester.*

## **Student Financial Services Hours**

Monday – Thursday ..... 8:00 am – 8:00 pm

Friday ..... 8:00 am – 5:00 pm

*The Student Finance Department has extended hours at the beginning of each semester.*

## **Career Services Hours**

Monday – Thursday ..... 8:30 am – 6:00 pm

Friday ..... 8:30 am - 4:30 pm

## **Bookstore Hours**

Monday – Thursday ..... 8:00 am – 6:00 pm

Friday ..... 8:00 am – 5:00 pm

Saturday ..... 9:00 am – 1:00 pm

During the first week of each semester the bookstore is open:

Monday – Thursday ..... 7:30 am – 6:30 pm

Friday ..... 7:30 am – 5:00 pm

*The bookstore is open limited hours during semester breaks.*

## **Commons Area and Student Lounge**

The commons area located on the ground floor of the Main Building includes the Connections Cafe, vending machines and tables for eating and study. On the second floor, there is a dedicated graduate student lounge overlooking the front atrium. Individual graduate student file drawers are available for transfer of materials between student and faculty.

## **ACADEMIC SERVICES/ADVISING**

### **Counseling Services**

The Student Counseling Service (SCS) offers a variety of counseling services to most registered Argosy University, Twin Cities students and members of their immediate families. The SCS is comprised of well trained third and fourth year doctoral students in the Clinical Psychology program under the supervision of a licensed psychologist.

The SCS provides primarily short-term counseling and includes the following services: individual counseling, couple and family counseling, assessment and psychological testing, evaluation for learning disabilities, workshops, seminars, and referrals. Students seek counseling for a number of concerns including anger, anxiety, stress, sadness, and grief, depression and family or origin issues. Counseling sessions and records are confidential and are not a part of students' academic records or available to school personnel outside of the SCS.

Students wishing to explore counseling are encouraged to stop by the SCS on the second floor of the South Building, 1519 Central Parkway, call 651.846.3338 or email the SCS at [scs@argosy.edu](mailto:scs@argosy.edu).

### **Tutoring**

Peer tutoring is available for most courses and is offered during the day and evening hours. While a tutor cannot be guaranteed, every effort is made to assist students with their requests for tutoring assistance. Students are encouraged to seek tutoring early in the semester.

Students can find out when and where tutoring is offered by obtaining a "Learning Mentor Packet" available in the Student Services Department. Additionally, Students can contact the Tutor Coordinator in the Academic Resource Center or by phone at 651.846.3397.

## **Enrollment Services**

The Enrollment Services Coordinator supports students as they complete their academic program by identifying resources and services that may contribute to their success.

Additionally, students should contact the Enrollment Services Coordinator if

- They are considering a temporary withdrawal from the University
- They are seeking readmission to the University after a period of less than one year.

The Enrollment Services Office is located on the third floor of the Main Building in the Student Services Department. The telephone number is 651.846.3529.

## **Campus Orientation**

New student campus orientation is conducted several times before the start of each session. This is an opportunity for new students to learn the policies and procedures of Argosy University, Twin Cities, become familiar with the campus, and prepare for the term. Attendance is required to aid students in finalizing their schedules, purchasing books, and completing financial aid requests. Students are provided with student email, Student Portal, registration and online course information.

## **Program Orientation**

A program-specific orientation for new students is offered before the start of the semester. This offers an opportunity to meet program chairs and faculty, and to connect with other students.

## **STUDENT ADVISEMENT**

**College of Business, College of Education, College of Health Sciences (graduate), College of Psychology and Behavioral Sciences (master's level Clinical Psychology, Forensic Psychology, and Marriage & Family Therapy), College of Undergraduate Studies Programs**

Student Services is responsible for providing advisement to all students on general administrative and curriculum issues. Students may consult with their program chair for specific curriculum advisement and for consultation on student professional development, academic/training progress and other related issues. Students are assigned to their program chair for advisement upon admission

### **College of Health Sciences (undergraduate programs)**

Students are assigned a faculty advisor upon admission. The faculty advisor is available for consultation on student professional development, academic/training progress and other school/professional issues. Students may request a change in advisor with the approval of the program chair. Student Services is responsible for providing advisement to all students on general administrative issues. In addition, staff members in the department are responsible for directing students to other departments for assistance.

### **College of Psychology and Behavioral Sciences (doctoral clinical psychology program)**

Faculty advisors are assigned for the Clinical Psychology program. The professor of the student's first professionalization group will be the student's assigned advisor. The faculty advisor is available for consultation on student professional development, academic/training progress and other school/professional issues. Student Services is responsible for providing advisement to all students on general administrative issues. In addition, staff members in the department are responsible for directing students to other departments for assistance.

A Clinical Psychology student may initiate a request for a change of advisor only after the student has completed their first year, or the twelve required courses in year one. The advisor change request form is available in the Student Services Department. The form must be signed by the student, the original advisor, and the proposed advisor and submitted to the Student Services Department. Final approval for any change in advisors is granted by the program chair. Prior to the request being brought to the program chair for approval, students are expected to consult with both the current and prospective advisors.

## **Writing Assistance**

Walk-in writing assistance is available in the writing lab to both graduate and undergraduate students who would like help developing, revising and editing papers. An instructor is available to assist with writing concerns. The hours and meeting room for the writing lab change each semester and are posted in the library and the academic resource center.

## **Study Skills**

Study skills classes are offered throughout the year and cover topics related to listening, reading, note taking, test taking and time management skills. Specific dates and times are listed in the *Argosy Connection* monthly newsletter and the Academic Resource Center.

## **WEBSITES & PUBLICATIONS**

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

The *Argosy Connection* is a general campus newsletter that is available the first week of each month. Its purpose is to inform the Argosy University, Twin Cities community of relevant school news, policies, and deadlines in a formal, timely and regular manner. It is the responsibility of all students to be familiar with the information provided so as to conform to deadlines and policy changes. Students should read The *Argosy Connection* as posted to ensure regular progress through the school, as well as to inform themselves about the special events that take place throughout the year.

The *Registration Bulletin* is published each term. The bulletin includes detailed information on registration, online support, payment policies and procedures including add/drop procedures, refund policies, return of Title IV funds and enrollment requirements.

## **EMERGENCY PROCEDURES/CLOSINGS**

### **Medical Emergency**

Students, faculty and staff who receive an injury on campus or during a campus sponsored field trip should call 911 immediately. After the incident, contact Student Services and complete a Physical Incident Report as soon as possible. An incident report, no matter how minor, should be made to the Student Services Department at 651.846.3384 or the director of Student Services within 48 hours. The following information is required: time and place of accident, how accident occurred, names and addresses of person's involved/injured, description of the injuries, property damage (if any) to the person (s) and/or school, and names and addresses of witnesses.

### **Weather Announcements and Emergency**

In case of bad weather, students should listen to WCCO-AM (830) radio or KSTP-TV (Ch. 5) for school closing information. Students taking evening courses may call the front desk at the school after 3:00 pm (651.846.2882) if the weather seems questionable. There will be a recorded message available after 3:00 pm if the school has been closed.

### **Fire Emergency**

Please exit the door nearest your evacuation route; evacuation routes are posted in every classroom and beside the elevators on each floor. As you exit your assigned door, please assist in moving all persons to the grass on the perimeter of the parking lot and wait for the all clear signal. Everyone must be completely off of the parking lot to assure the fire department quick access to the building.

#### *Main Level:*

- Rooms 1039 – 1042 and Career Services: leave through the south exit
- Admissions, front desk, and labs 1078 – 1087: leave through the east exit
- Student lounge, college store, and lab 1057: leave through the west exit
- Labs 1072 – 1075, 1058 and 1059: leave through the north exit



### *Level Two:*

- Graduate student lounge (2010), Rooms 2013 – 2024, 2030 and 2031: leave through the south stairwell
- Labs 2043 – 2055: leave through the north stairwell
- Library, rooms 2027, 2028, 2029, 2032: leave through the center stairwell

### *Level Three:*

- Offices 3102 – 3110 (including open office areas), dental clinic (3054), and 3055: leave through the center stairwell
- Student Service/Finance, offices 3081 – 3100, Rooms 3074 – 3075: leave through the north stairwell
- Offices 3013 – 3040 and Room 3041: leave through the south stairwell

### **Severe Weather**

Students, faculty and staff are generally safer inside the facility rather than going to vehicles, driving, etc. When sirens sound, students, faculty and staff should move to interior rooms/hallways and stay away from windows.

### **STUDENT ID**

Students are required to have a photo taken upon admission for a photo ID card. ID photos are taken in the Admissions Department and picked up in the Student Services Department. Students must be able to show a student ID card upon request or leave the campus. Student ID cards will be used for library cards for the campus library and can be used for multiple Minnesota Employee Recreation & Services Council ( MERSC ) discounts that are available online at [www.mersc.org](http://www.mersc.org).

### **VISITOR POLICY**

Visitors of Argosy University, Twin Cities are requested to check in at the front reception desk upon entering. Children need to be accompanied by an adult at all times.

### **ANIMALS ON CAMPUS**

Visitors with animals must have pets on a leash or in a restraint container. Animals are only allowed in the veterinary technology area on the first floor. Animals are only allowed on campus for clinic appointments or a special classroom need.

### **SMOKING POLICY**

Argosy University, Twin Cities is a smoke free campus. Smoking is allowed in your vehicle or off campus. Individuals smoking on campus will be asked for their student ID and will be charged a \$20 fine that will go into the Student Scholarship Fund.

### **Minnesota Statutes 2002, Table of Chapters**

#### **Table of contents from Chapter 609**

**609.681 Unlawful smoking.** A person is guilty of a misdemeanor if the person intentionally smokes in a building, area, or common carrier in which “no smoking” notices have been prominently posted, or when requested not to by the operator of the common carrier.

*Copyright 2002 by the Office of Revisor of Statutes, State of Minnesota.*

### **APPROPRIATE ATTIRE**

Attire while at the University should be befitting of an institution of higher learning. Closed toed shoes must be worn in the laboratories as well as knee length lab coats. Additional attire requirements may be incorporated by the program.

### **POSTERS, FLYERS AND BANNERS**

Desired postings can be brought to the front reception desk where they will be approved and posted by the University. All postings must be approved and dated before posting.

## STUDENT MESSAGES

A student bulletin board is available in the Commons located on the first floor of the building. Notices must be approved and dated by the reception desk prior to posting or they will be removed.

## STUDENT EMAIL

Students are given an Argosy University student email account following acceptance in a program at Argosy University, Twin Cities. It is suggested that students check this account often for important information and regular account maintenance. The Argosy University student email account will be the only email account used for communication to students from the University.

## ARGOSY UNIVERSITY STUDENT PORTAL

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

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

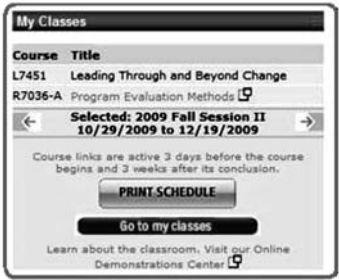
### To Access your Argosy University Email Account while you are in the Student Portal\*:

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

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

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

## ARGOSY UNIVERSITY DISTANCE LEARNING INFORMATION

<b>Online Learning Platform</b>	Argosy University uses the eCollege platform for online and blended courses. Some face-to-face courses may also use eCollege to share information electronically.
<b>Accessing eCollege through the Argosy University Student Portal</b>	<ol style="list-style-type: none"> <li>1. Go to the Argosy Student Portal at <a href="http://mycampus.argosy.edu">http://mycampus.argosy.edu</a> and enter your Student Portal login and password; click the Login button.</li> <li>2. On the portal homepage, look for the <i>My Classes</i> section on the right side of the screen.</li> </ol> <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><b>You will have access to your courses 3-days before the first day of a session.</b></p>
<b>eCollege Technical requirements</b>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://myeclassonline.com">http://myeclassonline.com</a>; click “NO” on the pop up window</li> <li>2. Click “Technical Requirements”; click “NO” on the pop up window</li> </ol>
<b>eCollege Student Orientation Course</b>	It is highly recommended that you complete an eCollege tutorial before starting courses. To access the tutorial, click on the red “Go to my classes” button in the student portal 2 weeks before the session starts. This orientation course will remain in your account until you complete your program.
<b>Participation</b>	You must login and participate in their eCollege course on a weekly basis. Please see your course syllabus for additional information.
<b>Textbooks</b>	<p>If your course is using an eBook, the link to your book will be available in your eCollege course.</p> <p>If your course is using a printed textbook, your book will be available at the MBS Direct online bookstore: <a href="http://direct.mbsbooks.com/argosy.htm">http://direct.mbsbooks.com/argosy.htm</a></p>
<b>Online Classroom Support</b>	<ul style="list-style-type: none"> <li>◦ Contact the Student Technical Help Desk for support using the Student Portal, online eCollege classroom, Argosy Digital Bookshelf and eBooks, or student email at 1.866.4.ARGOSY (1.866.427.4679)</li> <li>◦ Contact your instructor for questions about course requirements.</li> <li>◦ Contact your campus if you believe you are enrolled in the wrong class or section.</li> </ul>

Updated: March 2010

## LOST & FOUND

A lost and found box is located at the front reception desk, located at the front entrance, and the library, located on the second floor of the building.

# SECTION III

## LIBRARY, COMPUTER LAB, AND TEXTBOOKS

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### LIBRARY

The Argosy University, Twin Cities Library's goal is to assist our students in developing the research skills and accessing the resources they need to achieve academic success.

Students have seven-day-per-week access to professional librarians who provide one-to-one in-person and telephone research consultation on a walk-in basis, or by appointment. The library also provides in-class research skills presentations on faculty request.

The library collection is focused on the programs of study offered by Argosy University, Twin Cities. Using the library's web page (<http://library.argosy.edu/twincities>), students can access the online catalog, databases covering more than 10,000 journals, and a growing collection of more than 50,000 electronic books. Students can reach these resources on campus or from home (using required passwords).

### Other information

The library fills almost one-fifth of the Main Building's second floor, covering about 5000 square feet. There are areas for studying (including two small-group study rooms); 24 computers with Internet access, word processing, spreadsheet applications; specialized applications or instructional resources are available on specific computers.

The library is open every day of the week during semesters, for a total of more than 80 hours per week (reduced hours during semester breaks).

### TEXTBOOK AND COURSE MATERIALS

Textbooks and other course materials for Argosy University, Twin Cities programs are available in the on-campus bookstore. Approximately 400 titles are stocked with both new and used copies available. Argosy University manuals which are designed by our instructors for specific courses are only available in the on-campus bookstore. The on-campus bookstore does not carry textbooks for national online courses, but will special order national online textbooks and have them shipped to the student. The bookstore buys back books every weekday except the first two weeks of each 7.5 week session.

Students may purchase other items needed in the classroom such as; lab coats, stethoscopes, dental hygiene instruments, notebooks, pens, and study guides. Argosy University logo items such as T-shirts, sweatshirts, caps, and book bags are also available.

The Argosy University Bookstore can be reached by calling 651.846.3340 or by email at [autbookstore@argosy.edu](mailto:autbookstore@argosy.edu). Checks, credit cards, and cash are accepted.

### Electronic Books

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

### COMPUTER LAB HOURS

The computer lab is located in Room 2029 of the Main Building. Hours of operation are posted on the door and are subject to change. Computers are also available for student use in the library.

# SECTION IV

## STUDENT SERVICES AND RESOURCES

### **REGISTRAR**

#### **TRANSCRIPT REQUESTS**

All requests for transcripts, both official and unofficial, should be submitted to the Student Services Department. The student should complete a transcript request form, and include the following information:

1. Name
2. Student ID Number
3. Address/Addresses to which transcript will be sent
4. Number of copies needed
5. Written signature

The Family Education Rights and Privacy Act (FERPA) of 1974 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 2010-2011 Academic Catalog*. Telephone requests for transcripts cannot be processed without a faxed signature. Requests received by fax are accepted. Transcript requests will be filled within 72 hours.

Any student who has an overdue balance with the University, including library fines, will not receive official transcripts until the balance has been paid.

### **REGISTRATION**

#### **Priority of Registration**

Each student is assigned to a time ticket registration group based upon cumulative earned credit hours and/or program of study. Students may only register on or after the time indicated by their time ticket. The priority registration schedule is located in the registration bulletins or on the Student Portal. Online registration within each time ticket is first come-first served. Students without Internet access may submit registration forms to the Student Services Department. Registration forms may not be processed in a priority system. Current students intending to enroll for the upcoming term must register during the registration period and complete plans for payment of tuition and fees, in accordance with the school's payment schedule. Registration will be cancelled for students who have not arranged for financial aid or for a payment plan by the first day of each term.

#### **Registration Holds**

A hold status on a student's account may prevent registration each semester. Summer semester is a new financial aid year and students must complete the previous year's tax return, complete the new year's FAFSA and complete the new year's institutional application or set up a payment plan prior to registration. Holds will be present on all student accounts each term of registration until the documentation is completed and submitted to the Student Finance Department.

#### **Registration Procedure**

Registration will be conducted online through the Student Portal until the first day of the semester. Registration on the first day of the semester, or thereafter, must be done through the Student Services Department.

#### **Registration Period**

The registration period is the first two weeks from the start of registration. Current students must register during this time frame to avoid a late fee. New students and students returning from a leave of absence status will not be assessed a late registration fee.

#### **Late Registration**

Late registration will be allowed, provided the courses have not been closed to additional enrollment. A \$50 late fee is assessed to current students who register after the registration deadline.

## **Add/Drop Registration**

Students may add/drop classes through the Student Portal before the first day of the term. Students must complete an Add/Drop form to add or drop coursework after the semester begins. Add/Drop forms are processed according to the date they were submitted to the Student Services Department. Students are assessed an Add/Drop fee of \$50 for each form submitted on or after the first day of the term. Students dropping all of their courses are considered withdrawing and must contact Enrollment Services to formally withdraw.

## **Course Availability/Cancellation**

While Argosy University, Twin Cities will make every effort to provide sufficient course availability for students, Argosy University, Twin Cities reserves the right to cancel any course. Students enrolled in canceled courses will be allowed to add a course without an additional charge.

Argosy University, Twin Cities will make every effort to provide course availability for students to continue in their program. The Argosy University, Twin Cities Night School Program is specifically designed to meet the needs of night students. Argosy University, Twin Cities reserves the right to allow priority to night students to enroll in night courses to continue in their program.

## **Automatic Registration**

Undergraduate health sciences students who must register for two semesters of clinical training will automatically be registered for their second term of clinical training unless they owe a balance on their account at the time of registration or have not completed financial aid documentation for a new financial aid year. Students unable to be registered because of a balance due will be notified by mail and will not be registered until the balance has been cleared.

## **Night School Priority Registration**

The Health Sciences Night Program curriculum is not offered in its entirety each term. Night students are encouraged to meet with their advisor or Student Services each term. Night students will have priority registration for evening coursework that is necessary for the progression in their program.

## **INFORMATION REQUESTS**

### **Name Change**

Students must submit a name change form to the Student Services Department. Name changes must be accompanied by a legal document verifying the name change.

### **Address Change**

Students may submit address changes by fax, 651.994.0170, or by completing an address change form and submitting it to the Student Services Department.

### **Release of Information**

Students who want to allow non-directory information, as defined by FERPA, to be disclosed must complete a disclosure form identifying what information is to be disclosed and to whom the information may be released. For the definition of “non-directory information,” please refer to the FERPA policy in the *Argosy University 2010-2011 Academic Catalog*. Forms are available in the Student Services Department.

## **STUDENT AFFAIRS**

### **DISABILITY SERVICES**

Argosy University, Twin Cities provides accommodations to qualified students with disabilities. Disability Services assist qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Argosy University, Twin Cities.

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

Students who believe they are in need of accommodations should contact the assistant director of Student Services in room 3091 or by phone at 651.846.3392. If you have a concern or complaint in this regard, please contact the director of Student Services in room 3067 or by phone at 651.846.3393. Complaints will be handled in accordance with the Argosy University Student Grievance Procedure for Internal Complaints of Discrimination and Harassment (see Section Two, Institutional Policies published in the *Academic Catalog*).

## **INTERNATIONAL STUDENT INFORMATION**

Argosy University, Twin Cities has three Designated Signing Officers (DSOs). International students must meet with a DSO prior to each session of registration and meet the requirements of Student and Exchange Visitor Information System (SEVIS) to continue in their program.

## **HEALTH/LIABILITY INSURANCE**

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

## **STUDENT EVALUATIONS/SURVEYS**

At the end of every course, course evaluations are requested. The course evaluation procedure is to identify a student representative to hand out the end of course evaluations while the instructor is not present. Students are to complete the evaluation, place them in the provided envelope and the student representative will seal and sign the envelope and immediately turn it in to Student Services. Evaluations are sent to a data collection company and returned to the instructors the following semester.

Noel-Levitz surveys are distributed every spring semester as a tool to identify student satisfaction. Biannually, focus groups are held to discuss the survey and feedback is provided back to the students.

## **COMMENCEMENT SERVICES**

The graduation commencement ceremony for Argosy University, Twin Cities students takes place each year in October. Although the commencement ceremony is held once a year, diplomas are issued throughout the year. Students must meet the graduation requirements as stipulated in the Petition to Graduate form to participate in the commencement ceremony. Commencement ceremony information is sent to all eligible students in June or is available in the Student Services Department.

## **PETITION TO GRADUATE**

Students must meet the graduation requirements as stipulated in the Academic Catalog and complete a petition to graduate prior to degree conferral. Petitions will be sent to students enrolled in final coursework and they are available in the Student Services Department.

## **STUDENT GOVERNMENT**

### **ARGOSY UNIVERSITY, TWIN CITIES STUDENT SENATE**

There are a number of opportunities for students to participate in the campus governance process. The Student Senate serves as the official voice of Argosy University, Twin Cities students and is organized with the principal purpose of serving student needs. Students interested in working either on or with the Graduate Student Senate or the Undergraduate Student Senate should contact the Student Senate officers. Students may obtain the names of those representing the Graduate and the Undergraduate Student Senate from the Student Services Department.

## **PROFESSIONAL ORGANIZATIONS**

Each program offers student organizations specific to their program.

## **CAREER SERVICES**

The mission of the Career Services Department is to assist students and alumni in pursuing their employment and career goals through a variety of career development and preparation related services. Career Services is located on the first floor by the student lounge. The Argosy University, Twin Cities Career Services Department offers services including preparation of job search materials, career workshops, employment listings, job search assistance, and other career services. See the Director of Career Services for more information.

The Career Services Department and Argosy University, Twin Cities do not guarantee employment or any particular level of compensation following graduation.

### **Services for Students and Alumni**

The department of Career Services assists currently enrolled students and alumni as described below.

#### **Individual Assistance**

Students seeking individual assistance locating jobs, information regarding professional development, career exploration or job search correspondence are encouraged to make an appointment with the director of Career Services. To make an appointment, call 651.846.3388.

#### **Job Search Advising**

Career counseling can assist students with the entire job search process including where to look for jobs, how to prepare job search correspondence, and how to interview and negotiate salaries.

#### **Library and Web Resources**

A variety of online and print resources are available at [www.autccareerserv.net](http://www.autccareerserv.net) and in the Career Services Resource Center to help students and alumni research job opportunities, write a resume, or curriculum vitae, explore volunteer opportunities, and prepare for the job search process.

#### **Job Postings**

Students and alumni may review through numerous job postings at [www.autccareerserv.net](http://www.autccareerserv.net) or in the Career Services Resource Center. Many employers send job postings directly to the Argosy University, Twin Cities Career Services Department.

#### **Resume, Curriculum Vitae and Cover Letter Assistance**

Students and alumni can receive feedback on how to make their resume, curriculum vitae or cover letter more appealing.

#### **Workshops and Programs**

A variety of career-related workshops and programs on various topics are offered throughout the school year.

#### **Job Fairs and Industry Speakers**

Job fairs are offered throughout the year, and provide students with the opportunity to meet employers and learn about job requirements. Industry speakers enable students to hear from knowledgeable people about industry trends, employer needs, and ways to prepare for their field and the job market.

#### **Networking**

Networking is one of the most effective ways of obtaining employment. Students and alumni can learn how to identify networking opportunities and cultivate professional relationships.

#### **Interview Coaching**

Questions and concerns about the interviewing process will be addressed and feedback on how to interview more effectively will be provided.

#### **Salary Negotiation and Managing Job Offers**

Although salary negotiation is a critical component of the job search process, it is often the most overlooked. Students and alumni can learn specific strategies for effectively negotiating salary and benefits by scheduling a time to discuss salary negotiation or attending a salary negotiation workshop.



## **STUDENT FINANCE**

### **SCHOLARSHIPS**

Argosy University, Twin Cities has several different scholarship opportunities available. Please see the scholarship brochure available in Student Services for more details. Argosy University, Twin Cities offers the following scholarship opportunities:

Argosy University National scholarships

Bachelor of Art Psychology Academic Excellence

Bachelor of Arts Psychology Need-Based

Argosy Foundation scholarship

Fellowship application



# SECTION V

## HEALTH/SAFETY POLICIES AND PROCEDURES

### CAMPUS SECURITY REPORT & CRIME STATISTICS

Argosy University, Twin Cities provides the Campus Security Report to all of its employees and students as part of the Argosy University, Twin Cities 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 Scott Tjaden at [stjaden@argosy.edu](mailto:stjaden@argosy.edu), or 651.846.3407.

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

### DRUG-FREE WORKPLACE AND CAMPUS

#### Drug and Alcohol Policies

In keeping with Section 120(a) through (d) of the Higher Education act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (public law 101-226), a “drug free schools and campuses” publication, the drug prevention policy, is provided to all Argosy University, Twin Cities students annually.

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

### EFFECTS OF DRUGS AND ALCOHOL

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

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

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

### HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

#### Short Term Risks

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

### **Long-Term Risks**

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

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

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

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

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

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

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

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

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

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

### **Intravenous Drug Use**

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

### **Marijuana and Hashish**

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

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

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

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

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

## **ARGOSY UNIVERSITY SANCTIONS**

Argosy University, Twin Cities, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University, Twin Cities will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Argosy University, Twin Cities 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.

## **FEDERAL AND MINNESOTA STATE SANCTIONS**

Minnesota criminal statutes provide for drug offense penalties in relation to the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Whoever proximately causes great bodily harm by, directly or indirectly, unlawfully selling, giving away, bartering, delivering, exchanging, distributing, or administering a controlled substance classified in schedule I or II (includes cocaine, heroin, morphine, hallucinogens, etc.) may be sentenced to imprisonment for not more than ten years or to payment of a fine of not more than \$20,000, or both.

Drug trafficking (selling, manufacturing or possessing large quantities of illegal drugs) carries minimum mandatory prison terms and fines under Minnesota law as noted below. Mandatory sentences increase in proportion to quantity.

### **Driving Under the Influence of Alcohol or Drugs Carries the Following Penalties:**

- *First conviction:* Fine of no less than \$300 nor more than \$1,000 and imprisonment for not less than 10 days no more than 12 months.
- *Second conviction:* Fine of \$600 to \$1000, prison for not less than 90 days
- *Third or subsequent conviction:* Fine of \$1000 to \$5000, prison for not less than 120 days

Additional monetary penalties may also be imposed to compensate victims. Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Minnesota law. The sentence for the first conviction is 30 days imprisonment, a \$300 fine, or both. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Minnesota law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

### **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 days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Minnesota State Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and Argosy University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

## **COUNSELING**

If you observe any of these changes in yourself or another student, you are encouraged to talk with director of Student Services. 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. The Student Counseling Center can refer you to one that meets your needs.

## **TWIN CITIES AREA RESOURCES**

There are also organizations that may be contacted for help. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 am to 2:00 am, Monday through Friday and from 11:00 am to 2:00 am on weekends.

### *Additional Sources of Information*

The Alcohol and Drug Information Line.....	1.800.729.6686
The National Institute on Drug Abuse Hotline.....	1.800.662.HELP
The National Institute on Drug Abuse Workplace Helpline .....	1.800.843.4971
The National Clearinghouse for Alcohol and Drug Information.....	301.468.2600
Cocaine Information.....	1.800.COCAINE
Hennepin County Addiction Clinic .....	612.347.7600
Hennepin County Crisis Line.....	612.347.3161
Minneapolis Police (non-emergency) .....	612.348.2345

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



# APPENDIX I

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## FACULTY LISTINGS

### ADMINISTRATION

**Scott K. Tjaden, PhD**

*Loyola University of Chicago  
Campus President*

**Kristin Benson, PsyD**

*University of St. Thomas  
Vice President, Academic Affairs*

### COLLEGE OF BUSINESS

**Karen Gulliver, PhD**

*University of Minnesota  
Program Chair, Master's Level  
Business Programs*

**Marc McIntosh, DBA**

*Harvard University  
Assistant Professor*

**Mirela Miresan, PhD**

*Technical University of Cluj-Napoca, Romania  
Program Chair, Doctoral Business Programs*

### COLLEGE OF EDUCATION

**David Lange, PhD**

*University of Minnesota  
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## **COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES**

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**Pang Rhodes, PhD**

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*Assistant Professor, Clinical Psychology*

**Linnea Swanson, PsyD**

*Minnesota School of Professional Psychology*

*Assistant Professor, Marriage & Family Therapy*

**Jim Theisen, PhD**

*Fuller Graduate School of Psychology*

*Practicum Supervisor/Assistant Professor*

*Clinical Psychology*



## **COLLEGE OF UNDERGRADUATE STUDIES**

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*Yerevan Physics Institute*

*Instructor, General Education*

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*St. Cloud State University*

*Instructor, General Education*

**John Hamer, BS, BEd**

*Mesa State College*

*Instructor, Developmental Studies*

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*BA in Criminal Justice*

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*University of Minnesota*

*Program Chair, BS in Business Administration*



# APPENDIX II

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## CAMPUS DIRECTORY

### Argosy University, Twin Cities

1515 Central Parkway

Eagan, MN 55121

651.846.2882

888.844.2004

651.994.7956/FAX

**FOR DIRECT DIAL, 651.846.XXX**

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# APPENDIX III

## ACADEMIC & HOLIDAY CALENDAR

The academic year consists of three semesters: Fall, Spring, and Summer. Courses may be conducted in either 15 week or 7 ½ week formats (Session I or Session II). During the Summer semester, students in all programs are required to attend Session I to maintain continuous enrollment.

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

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

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

### September 2010

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

### October 2010

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

### November 2010

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

### December 2010

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



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

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

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

**January 2011**

January 10, 2011 Spring 2011 Semester Begins; Spring 2011 Semester Session I Begins

January 17, 2011 Martin Luther King, Jr. Birthday observed (Campus Closed)

January 19, 2011 Course Drop Deadline For Spring 2011 Semester Session I—7 ½ week courses

*EOB as posted by Student Services/Registrar office hours*

January 21, 2011 Course Drop Deadline For Spring 2011 Semester Session I—15 week courses

*EOB as posted by Student Services/Registrar office hours*

**February 2011**

February 13, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—7 ½ week courses

February 18, 2011 President’s Day Observed (Campus Closed)

**March 2011**

March 2, 2011 Spring 2011 Semester Session I Ends

March 3, 2011 Spring 2011 Semester Session II Begins

March 11, 2011 Course Drop Deadline For Spring 2011 Semester Session II—7 ½ week courses

*EOB as posted by Student Services/Registrar office hours*

March 19, 2011 Grade of “W” Deadline for Spring 2011 Semester Session I—15 week courses

**April 2011**

April 6, 2011 Grade of “W” Deadline for Spring 2011 Semester Session II—7 ½ week courses

April 22, 2010 Good Friday (Campus Closed)

April 23, 2011 Spring 2011 Semester Ends; Spring 2011 Semester Session II Ends

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

**Session I** May 9, 2011 – June 29, 2011

**Session II** June 30, 2011 – August 20, 2011

**May 2011**

May 9, 2011	Summer 2011 Semester Begins; Summer 2011 Semester Session I Begins
May 16, 2011	Course Drop Deadline for Summer 2011 Semester Session I —7 ½ week courses <i>EOB as posted by Student Services/Registrar office hours</i>
May 21, 2011	Course Drop Deadline for Summer 2011 Semester Session I—15 week courses <i>EOB as posted by Student Services/Registrar office hours</i>
May 30, 2011	Memorial Day (Campus Closed)

**June 2011**

June 12, 2011	Grade of “W” Deadline for Summer 2011 Semester Session I—7 ½ week courses
June 29, 2011	Summer 2011 Semester Session I Ends
June 30, 2011	Summer 2011 Semester Session II Begins

**July 2011**

July 4, 2011	Independence Day holiday (Campus Closed)
July 7, 2011	Course Drop Deadline for Summer 2011 Semester Session II—7 ½ week courses <i>EOB as posted by Student Services/Registrar office hours</i>
July 16, 2011	Grade of “W” Deadline for Summer 2011 Semester Session I—15 week courses

**August 2011**

August 3, 2011	Grade of “W” Deadline for Summer 2011 Semester Session II—7 ½ week courses
August 20, 2011	Summer 2011 Semester Ends; Summer 2011 Semester Session II Ends

# NOTES

