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Attachment to Mail Back

Fall 06 Payment Arrangement Form…………………………Salmon form
(Only for student not on Federal Financial Aid)

Request to Prevent Disclosure (FERPA)…………………… Salmon form
(All students)

Fall 2006 CALENDAR

Argosy University SFBA
999-A Canal Blvd.
Pt. Richmond, CA 94804
Tele: 510.215.0277
Fax: 510.215.0122

Log-in Information sent for Fall I and Full Term online courses sent to student e-mail accounts.	**August 29**
Fall Term / Session I start	**Sept 5**
Fall Petition to Graduate forms due	**Sept 5**
Deadline to drop a Fall I course with 100% refund	**Sept 12**
Deadline to drop a Fall 15 week course with a 100% refund	**Sept 15**
Priority Registration Spring 2007	**Oct 2-6**
Deadline to drop a Fall I course with a "W"	**October 9**
Log-in information sent for Fall II online courses sent to student E-mail accounts.	**October 21**
Late Registration Deadline for Spring 2007	**October 23**
Fall Session I ends	**October 25**
Fall Session II start	**October 26**
Deadline to drop a Fall II course with 100% refund	**November 2**
Deadline to drop a Fall 15 week course with a "W"	**November 13**
Deadline to drop a Fall II course with a "W"	**November 30**
1st installment of Payment Plan run Checks due for Spring 2007 tuition	**December 15**
Fall Session II ends	**December 16**
Spring 2007 Begins	**January 8, 07**

Notification of Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Students should submit to the Coordinator/Director of Student Services a written request that identifies the record(s) they wish to inspect. The Coordinator/Director of Student Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the Coordinator/Director of Student Services, he/she will retrieve the record from the appropriate personnel or office, then allow the student to access the record.

The right to request the amendment of a record that they believe is inaccurate or misleading.

Students may ask the school to amend the student's education records if he/she believes they are inaccurate or misleading.

If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the campus denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution as an administrator, supervisor, instructor, or support staff member; a person serving on the board; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the school discloses education records without consent to officials of another school in which the student seeks or intends to enroll.

Another exception that permits disclosure without consent is the disclosure of directory information, which may be disclosed to the general public without prior written consent of the student.

The following information is designated as directory information by Argosy University:
Category I: Names of students; Date and place of birth; Addresses; Phone numbers (includes pager); E-mail address.
Category II: Dates of attendance to AU; Program of study; Degree completion, Date and degree earned; Student's current status (full-, part-time, graduated, leave of absence); Previous institutions attended and degrees earned elsewhere; Participation in officially recognized activities; Awards received
Category III: Class schedule; Class rosters
Category IV: Photographs

Students may inform the Coordinator/Director of Student Services within two weeks of the start of the term that he/she refuses to let the institution release any or all directory information, by category. The request must be made in writing and specify the directory information which may not be released. The request is valid until the start of the next academic year, or until a subsequent written request is received.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Argosy University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605.

PRIORITY ONLINE REGISTRATION

Online Registration allows you to register for classes in real time. You will be able to see up-to-date information about class offerings, check course availability and add classes to your schedule. Below is a checklist of students' responsibilities prior to and during online registration.

Advantage of Online Registration vs. Drop-Off/Mail-In Registration:

Students who use online registration have priority over students using drop-off/mail-in registration. Online registrants will be processed first.

Preparation for Registration (May 2006)

____1. Complete Financial Aid Applications
Make sure all Financial Aid Application materials are complete. **Students without complete and approved Financial Aid Applications will not be able to register** unless alternative payments is arranged during the pre-registration week or mailed in. Financial aid applications can be found at www.ausfba.com. Click on "Financial Aid" or contact Adrian Ramos at 510.215.0277 or at aramos@argosyu.edu.

____2. Confirm that your Student Link Log-in # and PIN # works
Your SSN or your 9 digit pin number (ex. @00001234) is your log in number and the first time you log in your Date of Birth is your PIN number. You immediately need to change the PIN number after the first log in. If the PIN number is not working, contact Student Services Coordinators at 510-215-0277. Please allow 1-2 days to have your PIN number reset.

____3. Check my Online Registration Time Ticket

Registrar /Admissions Holds Put on Accounts (May 22-26)

Registrar Holds will be put on all accounts without complete and approved Financial Aid or without mailed in Payment Arrangements. Other Holds include:
Admission Holds - any student without a complete student file.
Library Holds – any student missing a testing kit, book or fee
International Holds – all Int'l students must meet with the International Student Advisor

Students with holds will not be able to register online until they clear their hold. Please contact Student Finance or Admissions during pre-registration week.

Pre-Registration Week (May 29 – June 2)

____1. Check Financial Aid Status:
Contact Adrian aramos@argosyu.edu to find out the status of your Financial Aid and turn in any missing documents, which will remove any Financial Holds.

____2. Turn in Payment Arrangement form (Required for Students not on Financial Aid):
Set up **payment arrangement** for students not on Financial Aid. Payment arrangements need to be made prior to registration if using online registration (this will remove your Financial Hold.)

_____3. **Clear Admissions Hold**
Contact Cherise Preston in Admissions to clear your HOLD. She may be reached at cpreston@argosyu.edu.

Priority online Registration Week (June 5-9)

Argosy University uses *Registration Times (Time Ticket)* to control registration priority. Each student is assigned to a Registration Time (Time Ticket) registration group. Presently, Argosy University has established **5 distinct Registration Times Ticket groups** for the purpose of registration. Please refer to the time ticket page of the registration packet for your registration time.

The **campus Computer Lab will be open from 9am-5pm** during Online Registration. Please view library weekend schedule online at http://argosyu.edu/sanfranlib.htm.

_____1. **Log onto www.ausfba.com. Click on "Online Registration"**
Follow the registration steps to add classes.

_____2. **Log into Student Link using your SSN or ID and your Student Link PIN code.**
If the PIN number is not working, contact Student Services at 510-215-0277 to reset your PIN number. Please allow 1-2 days to have your PIN number reset.

_____3. **Check Registration Status**
- Go to the Student Services and Financial Aid menu
- Select Check Registration Status to review your academic information and eligibility to register.
(Contact Student Services if your registration status determines you are not eligible to register.)

_____4. **Register For Classes**
- Click on "Select Term" and click on "San Francisco Fall 2006"
- Click on "Look up classes to Add" to select your classes.
- Choose the course "Subject"* and click on "Class Search". Leave all other parameters blank.
- Click on the check box next to the courses you want to add then click on "Add to Worksheet"
- If you wish to add courses from another subject, click on "Class Search" which will repeat the process.
- Click on "Submit Changes."
- Click on "Registration Completion" (You will then see the fee assessment screen.)
- Click on "Credit Card Payment" (students who do not have FA to cover their balances.) Make sure credit card payment status accepts your credit card.
(You will have options to add/drop/ or change your schedule as your proceed through registration.)

    *The subject code is listed on your program's course offering sheet (green sheet attached). Examples:
    PP- Clinical
    PC- Counseling
    E- Education and Teacher Credential
    FP- Forensic
    C- EDD Counseling
    B- DBA and MBA Business
    R- Research courses (for graduate level Business, Education and EDD Counseling Programs)
    PSY- BA Psych
    MGT- BA or BS Mgt course
    BUS- BA or BS Business course
    HUM- BA or BS Humanities course

Online Registration Time Ticket

Time Ticket #1:   Begins at 8 am on <u>June 5th</u>
- All Clinical Psychology Students with **90+** earned credit hours*
- All MA Counseling/ Forensic Students
- All Education/ Teacher Credential Students
- All Business Students
- All BA/ BS Completion Students
- Students with approved *Priority Registration* (*Student Workers***)**

Time Ticket #2:   Begins at 8 am <u>June 6th</u>
- All Clinical Psychology Students with 60+ earned credit hours*.
- All MA Counseling/ Forensic Students
- All Education/ Teacher Credential Students
- All Business Students
- All BA/ BS Completion Students
- Students with approved *Priority Registration* (*Student Workers***)**

Time Ticket #3:   Begins at 8 am <u>June 7th</u>
- All Clinical Psychology Students with 30+ earned credit hours*.
- All MA Counseling/ Forensic Students
- All Education/ Teacher Credential Students
- All Business Students
- All BA/ BS Completion Students
- Students with approved *Priority Registration* (*Student Workers*

Time Ticket #4:   Begins at 8 am <u>June 8th</u>
- All Clinical Psychology Students with 0+ earned credit hours*.
- All MA Counseling/ Forensic Students
- All Education/ Teacher Credential Students
- All Business Students
- All BA/ BS Completion Students
- Students with approved *Priority Registration* (*Student Workers***)**

<u>Open Registration</u>   Available starting at 8 am <u>June 9th</u>
- Open to all students

<u>Online Registration Closes</u>
- Ends at 8:59PM, PST on Tuesday <u>August 15, 2006</u>

<u>Last Day to Register for Fall 2006</u>
- Ends on Tuesday <u>August 15, 2006</u>

*The number of credit hours a student has earned may be found at the bottom of the student academic transcript on Student Link.
*Online registration within each Time Ticket group is on first come-first served basis.

Ordering Textbooks

Dear AU/SFBA Student:

MBS Direct, Argosy University's "bookstore," will have all of the required textbooks in stock (both new & used), whereas other vendors such as Amazon can take up to 6 weeks to get a book to you. MBS lists the Argosy University/San Francisco Bay Area campus' required (& some recommended) books on its website at: **http://direct.mbsbooks.com/argosy.htm**

> ➢ **Save 20% on UPS overnight or 2-day air shipping charges when you order online**

How to Order Textbooks

- **Click on "BUY Course Materials"**
- **Select "Argosy University-San Francisco Bay"**
- **Click on "View Sites" in Selected Region**
- **Check the "ADD" box next to your Course ID(s)**
- **Click the "Submit Course ID" selection(s) on the top or bottom of the screen**

Weekday and weeknight format classes (Clinical Psychology and BA Completion):
Books will be on the MBS website 2-3 weeks prior to the start of the new term.

Counseling Psychology classes: Books will be on the MBS website 5-6 weeks prior to the first class meeting.

Education and Business classes: Books will be on the MBS website 4 weeks prior to the first class meeting.

*** For details or questions, contact your Program Chair***

MBS Contact Information
Via phone: (800) 325-3252 - Identify yourself as a student at the Argosy University/San Francisco Bay Area campus; give them the course name(s) and number(s) for which you are ordering books.

Note: Phone ordering seems to be faster than web ordering, so you'll need to weigh speed vs. the cost of shipping.

Drop-Off / Mail-In Registration

DROP-OFF REGISTRATION
Students may **Drop-Off** registration materials to the Students Services Department during the registration period. The Student Services Department will be available Monday, June 5-9 from 9:00am to 4:00pm and is the only office that will receive registration.

Students participating in Drop-Off registration must **personally hand the Associate Registrar or the Student Services Assistant the completed registration forms**. We cannot be responsible for any registration materials or money **not** handed directly to the Associate Registrar or the Student Services Assistant.

LATE FEES
All students whose registration materials are received on or after **June 26th, 2006** will be charged a late registration fee of $50.

INCOMPLETE/INCORRECT REGISTRATION MATERIALS
Incomplete/Incorrect registration materials will be returned for completion or correction and will need to be resubmitted. Incomplete/Incorrect registration may result in a loss of priority registration. Completed/corrected materials not returned before **June 26th, 2006** will be assessed a $50 late fee.

Note: We cannot guarantee that incomplete or incorrect registration materials can be returned within the registration period and may be assessed a late fee. **Double-check your forms before submission!**

Drop-Off / Mail-In Priority Registration

- Priority registration is given to students registering in sequence.
- Priority registration is given to students registering online (web registration).

Mail-In/Drop-Off Priority registration for Fall only will be given to students in the following order:
- **4th year and above** students who register during the registration period. (Entered Fall 03 or prior)
- **3rd year** students who register during the registration period. (Entered Fall 04, Spring 04 or Summer 04)
- **2nd year** students who register during the registration period. (Entered Fall 05, Spring 05 or Summer 05)
- **1st year** students who register during the registration period. (Entered Fall 06, Spring 06 or Summer 06)
- Students at large (Non-matriculated students)

Students can lose priority registration status if the student:
- Has an outstanding payment balance
- Does not have payment attached to registration materials (if not receiving Financial Aid)
- Did not receive a Financial Aid **AWARD LETTER** for 2006-2007 and does not have an attached payment
- Submits registration materials after the registration period
- Has a hold on his/her account

MAIL-IN REGISTRATION
Registration received by mail must be **postmark dated no later than June 3rd, 2006. Registration forms will be entered the week of June 10th by priority groups. After June 3rd, mail in registration will be on a first come, first serve basis.**

Drop-Off Mail-In Priority registration is NOT on a first come, first served basis. Anyone may submit a registration any time during the priority registration period. Registrations will be processed (actually entered into the system) after the last day of priority registration. Registrations will be processed by priority groups. **Within the priority groups, registrations will be processed with the last name beginning with the letter "G".**

Please send Mail-In Registration Materials (Registration Form and Payment Arrangement Form) to: **Argosy University SFBA, Student Services Office 999-A Canal Blvd., Point Richmond, CA 94804**

Registration Policies – Fall 2006

Matriculated students must be continuously enrolled in the program from the time of matriculation through graduation. Enrollment in any part of an academic term satisfies this requirement (e.g., enrollment in a single 7 ½ week session).

Students who must take time off due to medical or other significant reason may apply for a leave of absence (LOA). Please see page 34 of the academic catalog for LOA policies.

Students who do not register for the current semester or who do not return from a leave of absence will be considered withdrawn from the program.

Students can register online, in person or by mail. Mailed registrations must be postmarked no later than the last day of their registration period). **The School does not accept registrations by telephone or fax**.

Because some courses are limited in size, online registration and drop off/ mail in polices have been set up to determine the order of processing registration. Please refer to both the Online Registration and the Drop Off/ Mail-in Registration policies in this packet.

A registration packet is considered complete and will be processed when all the following have been received:
1. Registration Form (if not registering online)
2. Enrollment Agreement (new students or program changes only)
3. Payment Form (for non-financial aid students) or students on FA without an approved FA application.
4. Payment Plan

Students are expected to pay all tuition and fees for the term by the payment deadline or have proof of approved financial aid. If a student account is not paid in full by the payment deadline, students will be assessed a late payment fee and are subject to administrative withdrawal. Payment plans are available through the student service office and at www.ausfba.com under the "financial aid" link. Contact the student services finance office if you have questions regarding the payment plan. *Students will not be allowed to register for the term if all payment obligations for the previous term have not been met.* The only exception to the above policy is for students pending receipt of approved Federal Financial Aid. If you are receiving Federal Financial Aid, please indicate this on your registration form.

Students who applied for Federal Financial Aid but are not on the Financial Aid roster at the time of registration will be required to make payment in full by the payment deadline and reimburse themselves when checks arrive.

The payment deadline for **Fall** payment plans, credit card or check payments is **August 15, 2006**. Students may be dropped from all classes if payments are not received by **August 15, 2006.**

Payment may be made in any of the following ways:
1. Personal check of money order;
2. Charge to Visa, MasterCard or Discover;
3. Financial Aid (+ check or charge for the full amount less any approved financial aid disbursements due for the academic year).
4. Payment Plan

Students who wish to withdraw from a course, change sections, or add a course after their initial registration may do so by completing an official Add/Drop Request Form available from the Student Services Department or online at www.ausfba.com. **The School does not accept schedule changes by telephone.**

Adds: A student may add an available class by submitting a completed and signed Add/Drop Request From. Full payment must accompany an "add" unless a sufficient credit balance is available on the student account to cover the added class.

Late Adds: For adds that occur after the first class meeting, students are required to obtain the department chair's signature on the Add/Drop Request Form indicating approval. Students may not add course after the class has met twice. Students may not add a 7 ½ week online course after the first day of class.

Registration Policies, continued

Drops: A student may drop a class by submitting a completed signed and dated Add/Drop Request Form to the Student Services Department for processing. A course drop-processing fee of $50.00 will be assessed to the student's account for every add/drop request form received. This fee begins on the first day of the **Fall 2006 Semester** (September 5, 2006).

If a student's account contains a credit balance, the balance will be refunded to the student. Students who receive financial aid, and withdraw from all courses, including taking a Leave of Absence or dropping below half-time status will have their credit balance refunded to the appropriate financial aid program.

REFUND POLICIES

There are four types of student refunds:
1. Refunds as a result of a student withdrawing completely from the institution or taking a Leave of Absence.
2. Refunds as a result of an overpayment to a student's account, usually due to receipt of financial aid.
3. Refunds as a result of a student dropping a course (s).
4. Refunds due to special circumstances.

Refunds as a result of a student withdrawing completely from the institution or taking a Leave of Absence:
California Pro-rata Refund Policy:
Students may withdraw from a course after instruction has started and receive a pro-rata refund from the unused portion of the tuition and other refundable charges, less administrative fees, if the student has completed 60% or less of the instruction or if 60% or less time has elapsed from the scheduled start date, whichever comes first. **See the Argosy University Academic Catalog for an example.**

If the School cancels or discontinues a course or educational program, the School will make a full refund of all charges. Refunds will be paid within 30 days of receipt of the student's notice of cancellation or withdrawal.

Refunds as a result of a student dropping a course(s):
Students dropping a class must provide official notification to the Student Services Department by completing the ADD/DROP Form (in residence and distance courses) or via email (online courses). *See Catalog for Refund Policies*

Fall 2006
September 12, 2006 for Session I 7½ week courses
September 15, 2006 for 15 week Fall 2005 courses
November 2, 2006 for Session II 7½ week courses

Students who drop a course and receive a 100% refund will not receive a grade for the course. The course will not appear on the student's transcript. Students who drop the course and are charged 100% for the course will receive a grade of "W", and the course will appear on the transcript.

ENROLLMENT PETITIONS

Students maintain full time status and are eligible for the full financial aid if they register for the following minimum # of units:

Clinical Students:	9 or more credits (6 credits during summer)
Education, Business, Forensics and Counseling:	6 or more credits
BSBA/BAPSY Completion	12 or more credits

Registration Policies, continued

All students who wish to enroll half-time must register for half-time must petition the Department head/advisor of their programs to do so. Petition forms are available from the Student Services Department. Students MUST submit approved petitions with their registration.

LEAVE OF ABSENCE/WITHDRAWAL

Students who wish to request a Leave of Absence must do so in writing by completing a Leave of Absence Request Form. The Leave of Absence Request Form can be obtained from and submitted to the Student Services Department or at www.ausfba.com under the "change of status" link.

Students who wish to withdraw completely from the institution must submit a letter to the Student Services Department.

LEAVE OF ABSENCE/ WITHDRAWAL POLICIES FOR STUDENTS ON FEDERAL FINANCIAL AID

Students receiving Federal Financial Aid who request a Leave of Absence will go into repayment for the length of the LOA. Withdrawal students will also go into repayment until student is accepted to a University with Title IV approval. Please see the catalog for LOA and withdrawal policies or speak directly with your lender for further information regarding your loan.

PROFESSIONAL PRACTICE, ETHICS & CONDUCT

All first year students in the PsyD or MA program are required to register for Introduction to Professional Practice, Ethics & Conduct (PP7110, 7111) during their first year.

ONLINE COURSES

Online courses are available with Argosy Online. These are reflected on students' AU transcript just as an on campus courses. When registering for an online course, students must include the course on their regular registration form if not registering online.

Online courses are 7 ½ and 15 weeks in length.

COHORT DISCOUNTS

Students enrolled in a cohort group that are receiving a discount, must provide proof of employment signed by their employer by submitting a *Cohort Group Employment Verification Form* to Student Finance.

ADA INFORMATION

Argosy University recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodation be provided to qualified disabled students in all programs and activities within the control of the institution, provided such accommodations would not impose an unreasonable burden on the school or other students. Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the dean of the campus. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning the Argosy University for its alleged noncompliance with the Americans with Disabilities Act of 1990.

Taking an Online/Blended Course?

E-mail Address

- All information for your online course will be sent by email
- You must have a personal email address to take an online course
- Go to https://banner.argosyu.edu to update or confirm your email address
- **Be sure to choose a PREFERRED email address, even if you only have one address**
- Check your email account regularly
- Your email address will be available to your instructor, classmates and Argosy Online

Minimum Technical Requirements & Information

- Reliable and consistent access to a computer with an Internet connection
    - o The faster your connection the better
    - o Either PC or Mac (there are some known issues with Macs)
    - o An Internet Browser that supports attachments (IE 5.0 or higher)
    - o Do not rely on using campus computers to access your online course
- A personal email account
- MS Office Suite 97 or higher
- Virus protection software
- Basic word processing skills, familiarity with Internet navigation, and experience sending and receiving emails and attachments
- **Tech Support available 24/7 toll-free 1-866-256-5883**

How Online Courses Work

- Take the **Demo** course at http://online.argosyu.edu/
- Online courses don't have specific meeting times - login any time during the day/week
- Some courses may have online chats – these will be scheduled early in the course
- Some courses may have proctored exams – you will know the scheduled date in the first week
- Online courses start and end on a specific dates – weekly participation is required

Login, Password & Course Access

- You will receive your login information by email.
- Course starts: **September 5th** Login information and course access by **August 29^{th*}**
- Course starts: **October 26th** Login information and course access by **October 20^{th*}**
- As soon as you receive your login and password, you can access your course after completing the online required orientation.
- Online course syllabi are **not** mailed or emailed in advance of course access dates

*If you register after September 5th or October 26th, allow 48 hours from the time of registration to receive your login and password by email

Online Participation Policy

Online courses require, at minimum, weekly participation (not just weekly login) by the student unless granted an exception by the instructor.

Online courses start on the first day of the term or session of a semester. If a student does not at least login to the course within the first 5 days of a 7.5 week course or first 10 days of a 15-week course including weekends, and has not submitted an official add/drop form, the student will be dropped from the course automatically and receive a refund based on the Argosy University refund schedule.

In the first three weeks, if a student fails to participate or contact the instructor or Argosy online department for 7 consecutive days, the campus may drop a student from the course. The official drop date will be determined by the student's last documented login.

Students may only take up to 49% of their required program credit hours with Argosy University distance learning format (i.e., online or tutorial)

Taking an Online/Blended Course, continued

In addition to logging in, students must fulfill weekly contact and participation requirements as outlined by instructors. Instructors will contact the Department Heads to handle situations of insufficient student participation. Students who login, but do not participate, may be dropped from online classes at the request of the instructor and or Department Head

Registration for Argosy University Chicago National Online Courses

- Argosy University Chicago-National online courses are open to students at ALL campuses for registration
- Register for online courses EARLY. Online courses do have maximum enrollment caps.
- Most registrations received during the first two weeks of registration will be accommodated.
- In your registration bulletin, online courses are designated by a section that starts with "OL"
- In Student Link web registration, online courses have a location "ONLINE"
- All online courses are listed at http://online.argosyu.edu click COURSE SCHEDULE
- Argosy University Chicago-National online courses are open to all Argosy students
- If a course is closed, but you would like to try to get in:
    - Send an email to auonlineinfo@argosyu.edu with subject COURSE REQUEST and include:
    - Name
    - Your home campus
    - Course number and name
    - Course dates
    - Course host campus
- Argosy will try to place students in courses or open additional sections if demand is high

Campus-hosted Online Courses

- Online courses hosted by campuses are primarily for students at the hosting campus
- To see online courses at other campuses, go to http://online.argosyu.edu; click COURSE SCHEDULE
- Students from other campuses interested in taking a campus-hosted course should:

    - Send an email to auonlineinfo@argosyu.edu with subject COURSE REQUEST and include:
    - Name
    - Your home campus
    - Course number and name
    - Course dates
    - Course host campus

- Argosy Online will work with the host campus to place students if space is available
- Send requests EARLY

Student Checklist – Are You Ready for an Online Course?

- ☐ I have a personal email account
- ☐ I have daily access to a computer with an Internet connection
- ☐ I have confirmed my email address on Student Link https://banner.argosyu.edu/
- ☐ I have basic word processing skills and know how to use the Internet and email
- ☐ I have taken the DEMO course available at http://online.argosyu.edu
- ☐ I have registered for an online course via Student Link web registration or with my student service office
- ☐ I know what date the course starts and when to expect my login and password via email
- ☐ I have ordered my books for the course (http://direct.mbsbooks.com/argosy.htm choose Argosy Online or the hosting campus as your location or call 800-325-3252.
- ☐ I understand that I must login and participate in my course weekly
- ☐ I have the number for technical support (available 24/7): 1-866-256-5883

If you have additional questions about online courses contact the Argosy online department.
Email: auonlineinfo@arogsyu.edu
Call: 312-279-3956

Schedule of Tuition and Fees

Argosy University/San Francisco Bay Area

Effective Date: September 1, 2006

The following Schedule of Tuition and Fees will become effective as of the date shown above. The University reserves the right to add or change any of the fees or charges listed below at any time without prior written notice. Select program offerings may be scheduled for availability at a future date.

Tuition (per credit hour)

Clinical Psychology	$ 850.00
DBA, EdD Programs	750.00
MBA, MAEd, MA Counseling Psychology, Forensic Psychology	525.00
BA Psychology, BS Business	425.00

Training Related Fees

Internship (per term)	850.00
Professional Liability Insurance (added to all practica)	20.00

Program Related Fees

Testing Resource Fee - Clinical	100.00
Child Abuse Reporting Class	425.00

Other Student Charges

Student Activity Fee (annual)[1]	50.00
Technology Fee (per credit)	10.00
Graduation Fee[2]	150.00
Add/Drop Fee[3]	50.00
Installment Plan Fee (per semester)	35.00
Late Registration Fee	50.00
Late Payment Fee	25.00
Returned Check Fee	35.00
Transcript Fee	No Charge
Express Trancript[4]	20.00

[1] Students enrolled in no greater than one credit each term are exempt from the student activity fee..

[2] A Graduation Fee is assessed to all degree seeking students upon completion of their program of study and prior to the receipt of their diploma.

[3] Students who elect to change their schedule after registration may do so by completing a Course Add/Drop Request Form. The Course Add/Drop Fee is assessed for each request form submitted to the Student Services Office. Multiple changes may be submitted on one form.

[4] An Express Transcript Fee is charged for transcripts requested to be sent via an overnight carrier.