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Argosy University SFBA

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Spring 2007 CALENDAR

Argosy University SFBA
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Spring Term/ Session I Begins	1/8/07
Last day to Add an Online Spring Session I Course	1/9/07
Last day to Add an Online Spring Full Term (15 week) Course	1/12/07
Last day to log into Online Spring Session I Course	1/12/07
Martin Luther King Day Campus Closed	Monday 1/15/07
Deadline to drop Spring Session I: 7.5 week courses with a 100% Refund	1/15/2007
Last day to log into Online Spring Full Term (15 week) Course	1/17/07
Deadline to drop Spring 15 week courses with a 100% Refund	01/19/07
Summer 2007 Registration Priority Week	2/5/07-2/9/07
Deadline to drop Spring Session I: 7.5 week courses with a "W"	2/12/2007
Summer 2007 Late Registration Deadline	2/26/2007
Spring Session I Ends	2/28/2007
President's Day Campus Closed	Monday 2/29/06
Spring Session II Begins	3/1/2007
Last day to Add an Online Spring Session II Course	3/2/07
Last day to log into Online Spring Session II Course	3/5/07
Deadline to drop Spring Session II: 7.5 week courses with a 100% Refund	3/8/07
Deadline to drop Spring 15 week courses with a "W"	3/19/07
Deadline to drop Spring Session II: 7.5 week courses with a "W"	4/5/07
Good Friday Campus Closed	Friday 4/6/07
Summer 2007 Payment Deadline	4/15/07
Last Day to Register/Pay for the Summer 2007 term	4/15/07
Spring Term/ Session II Ends	4/21/07

Refresher: 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

____ 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. 837.3714 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 at 510-837.3713.

____ 3. Check my Online Registration Time Ticket

Finance/ Registrar /Admissions Holds Put on Accounts

- 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.

Things to do before registration begins:

____ 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 Admission Holds

Contact Cherise Preston in Admissions to clear your HOLD. She may be reached at cpreston@argosyu.edu. If you are missing official transcripts and are in the Education or Business programs, contact Kellie Geldrich at kgeldrich@argosyu.edu

How to Register online through AU Student Link

Spring 2007 Registration begins for all programs October 2 and closes December 15, 2006
MACL & PSYD students please see next page for time ticket information.

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 "AU Student Link"
- ___ 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.
- ___ 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 department that placed hold on your account)
- ___ 4. Register For Classes
 - Click on "Select Term" and click on "San Francisco Spring 2007"
 - 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

PSYD / MACL Online Registration Time Tickets

Argosy University uses *Registration Times (Time Tickets)* to control registration priority. To determine how many credits you have completed, please view your unofficial transcript on line at AU Student Link.

Time Ticket #1: Begins at 8 am October 2nd

- All Clinical Psychology Students with **90+** earned credit hours*
- *Student Workers*

Time Ticket #2: Begins at 8 am October 3rd

- All Clinical Psychology Students with 60+ earned credit hours*.
- *Student Workers*

Time Ticket #3: Begins at 8 am October 4th

- All Clinical Psychology Students with 30+ earned credit hours*.
- *Student Workers*

Time Ticket #4: Begins at 8 am October 5th

- All Clinical Psychology Students with 0+ earned credit hours*.
- *Student Worker*

Online Registration Closes

- Ends at 8:59PM, PST on Friday December 15, 2006

*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, October 2-6th from 9:00am to 5:00pm and is the only office that will receive registration. Paper registration will be processed the week of October 9, 2006. Registration will be entered on a first come, first serve basis.

Students participating in Drop-Off registration must **personally hand the 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 Registrar's office.

MAIL-IN REGISTRATION

Please send Mail-In Registration Materials (Registration Form and Payment Arrangement Form) to:

**Argosy University SFBA
Attn: Student Services Office
999-A Canal Blvd
Point Richmond, CA 94804
Fax to 510.215.0122**

LATE FEES

All students whose registration materials are received on or after **October 23, 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. Completed/corrected materials not returned before **October 23, 2006** will be assessed a \$50 late fee.

We will return your registration if you have one of the following:

- An outstanding payment balance
- Do not have payment attached to registration materials (if not receiving Financial Aid)
- Do not have approved Financial Aid (see **AWARD LETTER** for 2006-2007)
- Submits registration materials after the registration period
- Hold on your account

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!**

Priority registration is given to students registering online (web registration)

Registration Policies – Spring 2007

REGISTRATION PROCEDURES

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 can register online, in person or by mail. **The School does not accept registrations by telephone or fax.**

Because some courses are limited in size, online registration and drop off/ mail in policies 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 **Spring payment** plans, credit card or check payments is **December 15, 2006**. Students may be dropped from all classes if payments are not received by **December 15, 2006**.

Payment may be made in any of the following ways:

1. Personal check or 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

Schedule Changes

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 Form. 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 an add 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.

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 Spring 2007 Semester (January 8, 2007).

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***

Spring 2007

January 15, 2007 for Session I 7½ week courses

January 19, 2007 for 15 week Spring 2005 courses

March 8, 2007 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

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.

WITHDRAWAL

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

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.

Spring 2007

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.

Please ask to speak with Lewis Bundy, Director of Student Services for further information.

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
 - The faster your connection the better
 - Either PC or Mac (there are some known issues with Macs)
 - An Internet Browser that supports attachments (IE 5.0 or higher)
 - 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.
- 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

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)

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://argosy-class.com/home/> 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@argosy.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://argosy-class.com/home/>
- Click COURSE SCHEDULE
- Students from other campuses interested in taking a campus-hosted course should:
 - Send an email to auonlineinfo@argosy.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.argosy.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://argosy-class.com/home/>
- ☐ 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@argosy.edu

Call: 312-279-3956

Argosy University SFBA Contacts

Doctorate & Master Education / Teacher Credential Program

Dr. Keyes Kelly, Program Chair Education

kkelly@argosyu.edu

(510) 837-3740

Mary Lespier, Teaching Credential Analyst

mlespier@argosyu.edu

(510) 837-3741

Doctorate & Master Counseling and Forensic Psychology Program

Dr. Lou Rappaport, Associate Dean of the College of Psychology & Behavioral Sciences

Program Chair of Counseling Psychology & Forensic Psychology

lrappaport@argosyu.edu

(510) 837-3738

Susan Langdon, Administrative Assistant

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(510) 837-3735

Doctorate & Master Clinical Psychology Program

Dr. Andrea Morrison, Dean of the College of Psychology & Behavioral Sciences

Program Chair of Clinical Psychology Programs

amorrison@argosyu.edu

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Psychology Bachelor Completion Program

Dr. Gladys Ato, Program Chair of BA in Psychology Program

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(510) 837-3744

Doctorate, Master & BS completion Business Program

Dr. Shaun Aghili, Program Chair of Business Programs

amartinez@argosyu.edu

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Student Services Department (Registration and Financial Aid)

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Adrian Ramos, Associate Director of Student Finance

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Ariana Heller, New Student Coordinator

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Kellie Geldreich, New Student Coordinator

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Library

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jgriffith@argosyu.edu

Jennifer Osgood, Library Assistant

(510) 837.3717

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Joe Reifer, MLIS Librarian

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International Student Office

Megan Fanouth-Nguessan, Senior International Student Advisor

(510) 837.3718

fanouthm@argosyu.edu

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)

<i>Clinical Psychology (MA and PSYD)</i>	\$ 850.00
<i>DBA, EdD Programs</i>	750.00
<i>MBA, MAEd, MA Counseling Psychology, Forensic Psychology</i>	525.00
<i>BA Psychology, BS Business</i>	425.00

Training Related Fees

<i>Internship (per term)</i>	850.00
<i>Professional Liability Insurance (added to all practica)</i>	20.00

Program Related Fees

<i>Testing Resource Fee – Clinical</i>	100.00
<i>Child Abuse Reporting Class</i>	425.00

Other Student Charges

<i>Student Activity Fee (annual)¹</i>	50.00
<i>Technology Fee (per credit)</i>	10.00
<i>Graduation Fee²</i>	150.00
<i>Add/Drop Fee³</i>	50.00
<i>Installment Plan Fee (per semester)</i>	35.00
<i>Late Registration Fee</i>	50.00
<i>Late Payment Fee</i>	25.00
<i>Returned Check Fee</i>	35.00
<i>Transcript Fee</i>	No Charge
<i>Express Transcript⁴</i>	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.