



FALL 2010 REGISTRATION BULLETIN

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Argosy University SFBA
 1005 Atlantic Avenue
 Alameda, CA 94501
 Student Services:
 TELE: 510.217.4791
 FAX: 510.217.4805

FALL 2010 CALENDAR

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 1005 Atlantic Avenue
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Fall 2010 Semester September 7, 2010 – December 18, 2010

Session I September 7, 2010–October 27, 2010

Session II October 28, 2010–December 18, 2010

September 2010

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

October 2010

October 11, 2010	Grade of “W” Deadline for Fall 2010 Semester Session I—7 ½ week courses
October 17, 2010	Commencement – Oakland Museum
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)

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 including your FAFSA. **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 Juan Maldonado jgmaldonado@argosy.edu at 510 217-4736 or Domingo Daval Santos at 510-217-4719 or at dsantos@argosy.edu.

___ 2. Check my Online Registration Time Ticket on student portal <https://mycampus.argosy.edu>

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 Juan Maldonado jgmaldonado@argosy.edu at 510 217-4736 or Domingo Daval Santos at 510-217-4719 or at dsantos@argosy.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@argosy.edu.

How to Register online through AU Student Link

Summer 2010 Registration begins the week of for all programs February 18th. Registration priority is by total units completed. For step by step instructions please go directly to:

Log onto <https://mycampus.argosy.edu>.

*The subject code is listed on your program's course offering sheet. 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
- SP- Sports Psychology

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 on June 23rd

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

Time Ticket #2: Begins at 8 am June 24th

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

Time Ticket #3: Begins at 8 am June 25th

- All Students with 30+ earned credit hours*.

Time Ticket #4: Begins at 8 am June 26th

- All Students with 0+ earned credit hours*.

Time Ticket #5: Begins at 8 am June 27th

- Employees

*The number of credit hours a student has earned may be found at the bottom of the student academic transcript on Student Portal.

*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's 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

Dear AU/SFBA Student:

MBS Direct, Argosy University's "bookstore," will have all of the required textbooks in stock (both new & used). MBS lists the San Francisco Bay Area Campus' required (& some recommended) books on their website at:

<http://bookstore.mbsdirect.net/argosy.htm>

or

<http://bookstore.mbsdirect.net/auonline.htm>

(for national online classes –section UA, UX etc)

1. Click on “**Order my books**”
2. Select Argosy University-San Francisco Bay if it is not a national online class
3. Select the term if appropriate and site (program)
4. Select the “**ADD**” box next to your Course ID(s)
5. Click on the Submit Course ID Selection(s) on the top or bottom of the screen

NOTE: BOOKS WILL NOT BE LISTED ON THE MBS WEBSITE UNTIL 4-8 WEEKS PRIOR TO THE START OF THE NEW CLASS...

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

Drop-Off / Mail-In Registration

DROP-OFF REGISTRATION

Students may Drop-Off registration materials to the Students Services Department during the registration period. Paper registration will be processed the week of February 28th. Registration will be entered on a first come, first serve basis.

Students participating in Drop-Off registration must personally deliver their completed form to the Student Services office. We cannot be responsible for any registration materials or money not handed directly to the Student Services front office.

MAIL-IN REGISTRATION

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

Argosy University SFBA

Attn: Student Services Office

1005 Atlantic Avenue

Alameda, CA 94501

Fax to 510.217.4805

LATE FEES

All students whose registration materials are received on or after **July 15, 2010** 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 **July 15, 2010** will be assessed a \$50 late fee.

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

Registration Policies – Fall 2010

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 or fax. **The School does not accept registration by telephone.**

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.

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 Fall 2010 Semester (September 7, 2010).

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:

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 2010 100% refund deadlines

September 14, 2010 for Session I 7½ week courses

September 17, 2010 for 15 week courses

November 5, 2010 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:	6 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 and 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.

ONLINE COURSES



Online courses are available with Ecollege. These are reflected on students' AU transcript just as 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, however your Argosy assigned email account may be the one used by your online class to contact you.
- Go to <https://mycampus.argosy.edu> to 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

How Online Courses Work

- 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). For the PsyD program only 3 classes may be taken online.

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

Argosy University SFBA Contacts

Doctorate & Master Education / Teacher Credential Program

Ardella Dailey (510) 217-4737
adailey@argosy.edu

Mary Lespier, Teaching Credential Analyst (510) 217-4766
mlespier@argosy.edu

Doctorate & Master Counseling and Forensic Psychology Program

Dr. Lucille Sansing, Acting Chair of the College of Psychology & Behavioral Sciences
 Program Chair of Counseling Psychology & Forensic Psychology
lsansing@argosy.edu (510) 217-4727

Majal Logan-Nguyen, Administrative Assistant (510) 217-4740
mlogan-nguyen@argosy.edu

Doctorate & Master Clinical Psychology Program

Dr. Polly Lytle, Dean of the College of Psychology & Behavioral Sciences
 Program Chair of Clinical Psychology Programs
plytle@argosy.edu (510) 217-4754

Psychology Bachelor Completion Program

Dr. Gladys Ato, Program Chair of BA undergrad Program (510) 217-4752
gato@argosy.edu

Doctorate, Master & BS completion Business Program

Dr. Andrea Crestan, Business Programs (510) 217-4751
acrestan@argosy.edu

Student Services Department (Registration and Financial Aid)

Lewis Bundy, Director of Student Services	(510) 217-4716	lbundy@argosy.edu
L. Konami Chisholm, Registrar	(510) 217-4717	kochisholm@argosy.edu
Dee Simpson, Student Retention Officer/Assoc Registrar	(510) 217-4767	dfsimpson@argosy.edu
Tally Ogans, Student Services Coord/Assoc Registrar	(510) 217-4720	togans@argosy.edu
Juan Maldonado, Dir. of Student Finance	(510) 217-4736	jgmaldonado@argosy.edu
Domingo Daval Santos, Assoc Dir of Student Finance	(510) 217-4719	dsantos@argosy.edu
Crystal Martinez, New Student Coordinator	(510) 217-4718	cmartinez@argosy.edu

Library

Julie Griffith, Librarian (510) 217-4798 jgriffith@argosy.edu

International Student Office

Tally Ogans, International Student Advisor (510) 217-4720 togans@argosy.edu

Schedule of Tuition and Fees

Argosy University/San Francisco Bay Area

Effective Date: September 1, 2010 - August 31, 2011

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.

Undergraduate Programs and Certificates- Bachelor's (BA, BS)

Course Level	Cost Per Credit Hour
000-400 Level	\$540.00

Graduate Programs and Certificates-Master's (MA, MBA, and MS)

All Campuses, except Argosy University, Hawaii and Argosy University, Nashville

Course Level	Cost Per Credit Hour
6000 Level	\$685.00
7000 Level	\$930.00
8000 Level	\$930.00

Graduate Programs and Certificates-Master's (MAED)

All Campuses, except Argosy University, Hawaii

Course Level	Cost Per Credit Hour
6000 Level	\$620.00
7000 Level	\$930.00
8000 Level	\$930.00

Graduate Programs and Certificates-Doctoral (EdD, EdS, DBA, DMFT)

All Campuses, except Argosy University, Hawaii

Course Level	Cost Per Credit Hour
7000 Level	\$930.00
8000 Level	\$930.00
9000 Level	\$930.00

Graduate Programs and Certificates - Clinical Psychology—(MA, and Psy.D)

Includes MA in Clinical Psychology*, MA in School Psychology, and, PsyD in Clinical Psychology and Post-doctoral Respecialization programs

All campuses, except Argosy University, Hawaii

Course Level	Cost Per Credit Hour
6000 Level	\$1050.00
7000 Level	\$1050.00
8000 Level	\$1050.00
9000 Level	\$1050.00

**Please note that the MA in Clinical Psychology terminal master's degree program offered at Argosy University, Twin Cities is charged at the Master's rates*

FEES

Program & Training Related Fees

<i>Zero Credit Courses</i>	<i>Equivalent of 1 Credit Hourⁱ</i>	
<i>Dissertation Extension</i>	<i>Equivalent of 3 Credit Hours</i>	
<i>W5098 ESL Writing Skills</i>		500.00
<i>W5099 Graduate Academic Writing</i>		500.00
<i>Professional Liability Insurance (add to all practica, internships, clinical training, and field experiences)</i>		20.00
<i>Professionalization Group –</i>	<i>Equivalent of 1 Credit Hour</i>	
<i>Marriage & Family Therapy</i>		
<i>Sport-Exercise Psychology</i>		
<i>Counselor Education</i>		
<i>MA Counseling Psychology</i>		
<i>Testing Kit Fee – Clinical & School Psychology (Added to First Testing Course)</i>		100.00
<i>Comprehensive Exam Workshop (charged with registrar for ADJCOMP)</i>		300.00
<i>Digital Materials/eBook Fee (applies to select graduate and undergraduate courses; fee varies by course)</i>		65.00 - 125.00

Other Student Charges

<i>Admission Application Feeⁱⁱ</i>		50.00
<i>Technology Fee (per credit)</i>		15.00
<i>Student Activity Feeⁱⁱⁱ--All Graduate Programs (annual)</i>		25.00
<i>Student Activity Fee²--All Undergraduate Programs (annual)</i>		12.00
<i>Graduation/End of Program Processing Fee^{iv}</i>		175.00
<i>Add/Drop Fee^v</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>ID/Security Card Replacement Fee</i>		10.00
<i>Transcript Fee</i>	<i>No charge</i>	
<i>Express Transcript^{vi}</i>		20.00

San Francisco Bay Area Campus Only

<i>Child Abuse Reporting Class</i>		425.00
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ⁱ Unless otherwise specified within this schedule of tuition and fees.

ⁱⁱ Non-refundable, except in California and Arizona.

ⁱⁱⁱ Students enrolled in no greater than one credit each term are exempt from the Student Activity Fee.

^{iv} Graduation/End of Program Processing Fee is assessed to all degree seeking students upon completion of their program of study and prior to the receipt of a diploma.

^v 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 once the term has started. Multiple changes may be submitted on one form.

^{vi} An Express Transcript Fee is charged for transcripts requested to be sent via an overnight carrier.