
OUR MISSION

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



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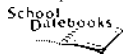
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Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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SECTION ONE

INTRODUCTION

ABOUT THIS HANDBOOK

The Argosy University, San Francisco Bay Area Student Handbook is designed to serve as a valuable resource to assist you in your progress and success in your academic program. The Handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand.

The Argosy University, San Francisco Bay Area Student Handbook incorporates by reference the Argosy *University 2008-2009 Academic Catalog*. Regulations and procedures found in this document are considered to be a part of this Handbook. Make sure to reference your Academic Catalog.

WELCOME FROM THE CAMPUS PRESIDENT

Welcome to Argosy University, San Francisco Bay Area. We are honored that you have selected Argosy University to further your professional education, and we are committed to supporting your educational progress both inside and outside the classroom.

As you will quickly come to appreciate, the quality of our programs resides in our faculty, staff, and students. Our campus, with bright and spacious classrooms, state of the art library, and pleasant spaces to chat, read, eat, or surf the internet offers the ideal environment for advance your professional education. I hope you find our campus and our community to be both functional and student-friendly.

This *Student Handbook* gives you ready access to all the vital information you will need to assure a successful academic experience. All faculty and staff, like students, consult this handbook to refresh ourselves on policies, procedures, resources, and a myriad of details to numerous to retain in one's brain! Keep it handy and consult it often. It will be a ready and reliable resource for you.

Thank you for choosing Argosy University, San Francisco Bay Area. We are proud of our programs and our students. We look forward to assisting in your professional education and to your participation in our vibrant community.

Best wishes,

Lucille H. Sansing, PhD.

Campus President, Argosy University, San Francisco Bay Area

JURISDICTION/SUBJECT TO CHANGE

Argosy University, San Francisco Bay Area reserves the rights to change the policies contained within this student handbook at any time. Notice is not required for a new policy to take effect, however Argosy University, San Francisco Bay Area will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the University administration.

SECTION TWO

CAMPUS INFORMATION

CAMPUS FACILITIES

LOCATION

Argosy University, San Francisco Bay Area is located at 1005 Atlantic Avenue, Alameda, CA. The campus is situated in a building that includes advanced classroom technology, wireless internet service, and comfortable spaces for study, eating, and socializing. Conveniently located near a major freeway, the campus offers easy access to the entire Bay Area. Alameda hosts a variety of restaurants and recreational areas, and is minutes from beaches and marinas. The campus is just minutes away from the beautiful bay and some of the best sailing in Northern California. The San Francisco Bay Area has numerous hospitals, schools, clinics and other social service agencies that offer excellent training opportunities for students. Local schools provide our education students with teaching opportunities and potential job opportunities. Our proximity to Silicon Valley and other business centers provide a wide variety of possible opportunities for our students in the business programs.

OFFICES

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

CLASSROOMS

There are 10 classrooms equipped with DVD, VCR, TV and Infocus/Powerpoint technology. There are 2 additional classrooms that are also equipped with internet connected podiums and capacity to link student laptops to an instructional computer. Classrooms seat between 16 and 30 students at large tables with power supply to recharge computers while in class.

LIBRARY

The 3500 square foot library houses the book, journal, and video collections. Study space is available at tables, individual carrels and group study rooms. The study rooms have capability for students to review assigned videos. There are 2 stand-up computers for catalog access and 4 desk computers for searching online data bases.

COMPUTER LAB

A separate computer lab with 23 terminals is available to all students. There are computers with MS Office, several assessment scoring programs (Rorschach, CVLT & D-KEFS), Statistical Package for the Social Sciences (SPSS) the CAPIC database (for clinical psychology practica and internships), the library catalog, and the Internet. There is a high-capacity, high-speed, dual sided printer and a transcription machine.

CLINICAL TRAINING AREA

The Intensive Training Facility consists of three therapy treatment rooms and two observation rooms. The facility is used by students who conduct live clinical sessions while receiving direct clinical guidance with clients who have come from the surrounding community. Each treatment room is equipped with a one way mirror, audio sound system, a tape recorder, ear pieces, a microphone, headphones, and are furnished with sofas, chairs, tables, and lamps. The observation areas are equipped with chairs, which students use to view therapy sessions in progress.

PROGRAM NOTIFICATION HALLWAY

Program specific information such as job opportunities, events, and relevant information are posted in hallways and the student lounge.

STUDENT LOUNGE

The student lounge has vending machines, tables for eating and study, kitchen facilities and bulletin board areas.

SECURITY

The building is protected by an alarm system, which is activated each evening. We also have an on-campus security guard scheduled Monday-Friday 6:00-10:00 p.m. and Saturday and Sunday 3:00-6:00 p.m.

TRANSPORTATION

DRIVING DIRECTIONS TO ARGOSY UNIVERSITY/ SAN FRANCISCO BAY AREA

HWY 80

Traveling south on Hwy 80, as you approach the Bay Bridge/Hwy 880 split in Emeryville, stay in the lanes for I-880 South/Alameda. Take 880 South to the Broadway Exit. Turn right at the end of the Broadway exit ramp onto 5th Street. Proceed for several long blocks in the left lane until you see the signs for Alameda, Webster Street Tube (tunnel). Go through the Webster Tube heading into Alameda. Stay in the left lane of the tube and as you exit the tube, proceed on to Constitution Way. Make a left at Atlantic Avenue and go 2 ½ blocks (through one stoplight) to 1005 Atlantic.

NORTHBOUND HWY 880

Take Broadway exit in Oakland and turn right onto Broadway. Make a right at the first light (7th Street) and go 2 blocks to Webster. Make a right on Webster and follow the Alameda signs into the Webster Tube (Tunnel). Stay in the left lane of the tube and as you exit the tube, proceed on to Constitution Way. Make a left at Atlantic Avenue and go 2 ½ blocks (through one stoplight) to 1005 Atlantic.

WESTBOUND HWY 24 AND 980

Take Oakland 11th/12th Street exit and go straight off the off ramp which puts you on Brush Street. Stay on Brush Street: just after you go under an overpass, turn left onto 5th Street. Stay in the left lane and follow the signs to Alameda, bearing left at the corner of 5th and Broadway into the Webster Tube. Stay in the left lane of the tube and as you exit the tube, proceed on to Constitution Way. Make a left at Atlantic Avenue and go 2 ½ blocks (through one stoplight) to 1005 Atlantic.

FROM OAKLAND

Drive south on Broadway to 5th Street and then take a hard left into the Webster Tube. College Avenue, Telegraph Avenue, and San Pablo Avenue all end at Broadway southbound in Oakland. The San Pablo route requires a ½ block jog to the left where it ends at 14th Street in Oakland. Once you reach the Webster Tube, stay in the left lane of the tube and as you exit the tube, proceed on to Constitution Way. Make a left at Atlantic Avenue and go 2 ½ blocks (through one stoplight) to 1005 Atlantic.

FROM SAN FRANCISCO

When you arrive on the East Bay side of the Bay Bridge, stay in one of the two far right lanes and follow the signs to Alameda and San Jose (I-880 South). Take 880 South to the Broadway Exit. Go right at the end of the Broadway exit ramp onto 5th Street. Proceed for several long blocks in the left lane until you see the signs for Alameda, Webster Street Tube (tunnel). Go through the Webster Tube heading into Alameda. Stay in the left lane of the tube and as you exit the tube, proceed on to Constitution Way. Make a left at Atlantic Avenue and go 2 ½ blocks (through one stoplight) to 1005 Atlantic.

DIRECTIONS TO THE SAN FRANCISCO BAY CAMPUS (IN ALAMEDA)

VIA BART AND BUS

Use the Richmond or Concord line BART and exit at the 12th Street City Center station. Pick up a BART-to bus transfer from the machine just before the exit turnstiles. At street level, locate the bus stop at 13th on Broadway. During weekdays, the 12 and 19 buses (commute hours only, 6-9 a.m. and 4-6 p.m.) will go through Marina Village turning onto Atlantic Avenue from Challenger Drive. You will need to get off at the second stop on Atlantic Avenue; the campus is located at 1005 Atlantic Avenue (across the street).

At 13th and Broadway you can also catch the 51 and 63 buses, they will take you down Webster Street and through the Webster Tube in Alameda. Get off at the first stoplight after exiting the tunnel (Atlantic Ave.) and take a left (away from the College of Alameda). Then walk 2 ½ blocks to 1005 Atlantic Avenue. The 63 bus only runs during commute hours. The 51 runs every ten minutes from 4:35 am until midnight. A.C. Transit: 510-817-1717 or <http://www.actransit.org/> or San Francisco Bay Area Transit Info Online: <http://www.transitinfo.org/>.

From San Francisco, you can catch the O or W (W bus is commute hours only) at the Transbay Terminal in San Francisco, or at the 12th Street City Center station in Oakland, and get off at Atlantic street in Alameda (the first stoplight).

More information available on the relocation guide located at www.ausfba.com.

CAMPUS ORGANIZATION

The campus is organized into the following administrative departments: Admissions, Student Services, Academic Program Departments, Library, and the Department of Training. Contact information is in the sections on Building Administration Contact Information and Academic Services.

BUILDING AND OFFICE HOURS

BUILDING HOURS (Hours in all departments may vary during breaks and on holidays)

Argosy University, San Francisco Bay Area building hours are:

Monday – Thursday 8:30 a.m. – 10:00 p.m.

Friday 8:30 am – 6:00 p.m.*

*On occasions campus is open until 10:00 p.m. on Friday

Saturday on 8:30 a.m. – 6:00 p.m.

Sunday on 8:30 a.m. – 6:00 p.m.

ADMISSION HOURS

Argosy University, San Francisco Bay Area Admission's Office hours are:

Monday – Thursday — 8:30 a.m. – 8:00 p.m.

Fridays – 8:00 a.m. – 5:00 p.m.

Saturdays – 9:00 a.m. – 5:00 p.m.

COMPUTER LAB HOURS

Monday - Thursday: 8:30 a.m. - 10 p.m.

Friday: 9:00 a.m. - 5:00 p.m.

Saturday & Sunday: 10:00 a.m. – 5:00 p.m.

LIBRARY HOURS

Monday – Thursday: 8:30 a.m. – 7:00 p.m.

Friday: 9:00 a.m. – 5:00 p.m.

Saturday & Sunday: 10:00 a.m. – 5:00 p.m.**

** Weekend Hours subject to change based on student needs.

Term Break Library Hours

Monday - Friday: 9:00 a.m. – 5:00 p.m.

Saturday & Sunday: 10:00 a.m. – 5:00 p.m.

Term Breaks:

8/16/08 - 9/1/08 - 2-week break

12/14/08 - 1/11/09 - 3-week break

4/26/09 - 5/10/09 - 2-week break

8/23/09 - 9/7/09 - 2-week break

STUDENT SERVICES/ STUDENT FINANCE HOURS

Argosy University, San Francisco Bay Area Student Services
(Registrar, Bursar, and Financial Aid) hours are:

Monday – Thursday 8:30 a.m. to 6:30 p.m.

Friday – 8:00 a.m. – 5:00 p.m.

Saturdays – 8:30 a.m. – 5:00 p.m.

INTERNATIONAL STUDENT SERVICES HOURS

Monday – 1:00 p.m. – 6:00 p.m.

Tuesday – 9:00 a.m. – 6:00 p.m.

Wednesday – 1:00 p.m. – 6:00 p.m.

Thursday – 9:00 a.m. – 6:00 p.m.

ACADEMIC DEPARTMENT HOURS

See Academic Services

ADMINISTRATION CONTACT INFORMATION

CAMPUS INFORMATION

Argosy University, San Francisco Bay Area

1005 Atlantic Avenue

Alameda, CA 94501

Phone: 510.217.4700

Toll Free: 1.866.215.2777

Fax: 510.217.4800

Admissions Phone: 510.217.4723

Direct Lines **510.217+ extension**

ADMINISTRATION

Dr. Lucille Sansing, Campus President

x4727 lsansing@argosy.edu

Hope Logie, Office Manager

x4730 hlogie@argosy.edu

Sophia Warith, HR Manager

x4729 swarith@argosy.edu

ADMISSIONS

John Stofan, Director of Admissions	x4701	jstofan@argosy.edu
Tina Jacobs, Managing Associate Director of Admissions	x4704	tjacobs@argosy.edu
Reena Torres, Assistant Director of Admissions	x4706	mrtorres@argosy.edu
Lisa Turnipseed, Assistant Director of Admissions	x4707	lmturipseed@argosy.edu
Elizabeth Magluyan, Assistant Director of Admissions	x4708	emagluyan@argosy.edu
Japhia Mott, Assistant Director of Admissions	x470	jmott@argosy.edu
Cherise Preston, Admissions Coordinator	x4702	cpreston@argosy.edu
Tiwonnia Rougeau, Administrative Assistant	x4700	trougeau@argosy.edu

LIBRARY SERVICES

Julie Griffith, Library Director	x4798	jgriffith@argosy.edu
Patricia Ward, Librarian	x4793	pward@argosy.edu
Kelly Sundin, Assistant Librarian	x4799	ksundin@argosy.edu
Courtney Gomas, Library Assistant	x4796	cgomas@argosy.edu
Library Circulation Desk	x4794, x4795	
		argosysga@hotmail.com

STUDENT GOVERNMENT

STUDENT SERVICES

Lewis Bundy, Director of Student Services	x4716	lbundy@argosy.edu
L. Konami Chisholm, Registrar	x4717	kochisholm@argosy.edu
Crystal Martinez, New Student Coordinator	x4718	crmartinez@argosy.edu
D'Fonda Simpson, Student Retention Coordinator	x4767	dfsimpson@argosy.edu
Student Services Main	x4791	

STUDENT FINANCIAL SERVICES

, Associate Director of Student Finance	x4719	
Andrea Sims, Financial Aid Officer	x4829	asims@argosy.edu

INTERNATIONAL STUDENT ADVISING

Andrea Sims, International Student Advisor	x4829	asims@argosy.edu
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ONLINE COURSES

	Courses with section number that begins with BL or OL	Courses with section number that begins with OH
Email Information	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner	All communication about distance learning courses will be emailed to the student's primary email account identified in Banner
Website to Access Course	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of class.	www.argosy.edu/studentlink Students will have access to their course 3-days before the first day of the class.
Log-in	Username and password will be emailed to students at least one week before the session start date.	Username and password will be emailed to students at least one week before the session start date.
Orientation	Highly recommended that students complete before starting courses. The link and login information will be emailed you three weeks before the session starts.	Highly recommended that students complete before starting courses. The link and login information will be emailed you three weeks before the session starts.
Participation	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.	Students must log-in and participate at least 3 days per week for Bachelor and Master level courses, 2 days per week for Doctoral level courses.
Textbooks	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm	Access the MBS Direct online bookstore at http://direct.mbsbooks.com/argosy.htm
eCollege Technical Support	Call 1-866-481-5562, or email argosyhelpdesk@ecollege.com	Call 888-720-6654
Student Support	Student Support form can be found at www.argosy.edu/studentlink	Student Support form can be found at www.argosy.edu/studentlink

ACADEMIC SERVICES

ACADEMIC ADVISING

Each Department has its own policies of Academic Advising based on the size and format of the program. Please see below for your program's contact person.

Business Office Hours: By Appointment

Dr. Shaun Aghili, Program Chair, Undergraduate and Graduate Business	510.217.4736	saghili@argosy.edu
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Education Office Hours: By Appointment

Dr. Barbara Cole, Acting Program Chair Education	510.217.4765	bacole@argosy.edu
Mary Lespier, Teaching Credential Analyst	510.217.4766	mlespier@argosy.edu

Counseling Psychology and Forensic Psychology Office Hours: As Posted each Semester in the Counseling Psychology Dept. And By Appointment

Dr. Lou Rappaport, Associate Dean, American School of Psychology at San Francisco Bay Area, College of Psychology and Behavioral Sciences and Program Chair, Counseling Psychology and Forensic Psychology	510.217.4739	lrappaport@argosy.edu
Nikki Armstead, Administrative Assistant, Counseling Psychology	510.217.4740	narmstead@argosy.edu
Heather Martarella, Director of Counseling Training	510.217.4745	hmartarella@argosy.edu
Erica Mones , Administrative Assistant, Counseling Training	510.217.4742	
Dr. Julie Hepworth, Director of Counseling Psychology Dissertation	510.217.4746	jhepworth@argosy.edu

Undergraduate Psychology Office Hours: Appointment Available M-F and Evenings

Dr. Gladys Ato Program Chair, Undergraduate Psychology	510.217.4752	gato@argosy.edu
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Graduate Clinical Psychology Office Hours: By Appointment

Polly Lytle, Program Chair, Clinical Psychology	510.217.2754	plytle@argosy.edu
Ann Moorhead, Administrative Assistant, Clinical Psychology	510.217.4761	amoorhead@argosy.edu
Jen Persing, Acting Director of Clinical Training	510.217.4753	jpersing@argosy.edu

ACADEMIC RESOURCES

Disability Services

Coordinated by the director of Students Services.

Information Literacy Tutorial

Information is located on www.ausfba.com.

Professional Writing Courses

Refer to the *Academic Catalog* for more information.

Tutoring Services

Coordinated by the director of Student Services and program chairs.

Turnitin

Turnitin is used by all faculty and many students to check papers submitted for classes to detect plagiarism and writing style problems. To log in to Turnitin, go to www.turnitin.com and follow the on-screen instructions to create a user profile. An instruction book is available both on the Turnitin website and in the library.

WEBSITES AND PUBLICATIONS

ARGOSY UNIVERSITY WEBSITES

www.ausfba.com (Argosy University, San Francisco Bay Area Student Resource Website)

Resources include forms, schedules, resources and links to other Argosy University Websites.

<https://banner.argosy.edu> (Student Link)

Student Link allows students to view personal information, schedules, transcripts, grades, register for classes, view financial statements and financial aid status.

www.argosy.edu (Argosy University Official Website)

This site allows students to view all national Argosy University Campus information, apply for admission, access to financial aid links, career services and online courses.

<http://argosy.edu/sanfranlib.htm> (Campus Library Website)

This site gives students access to all Argosy University, San Francisco Bay Area library services including hours of operation, library databases and links.

<http://direct.mbsbooks.com/argosy.htm> (MBS Books)

This website is where students can buy new and used textbooks.

ARGOSY UNIVERSITY PUBLICATIONS

APA Application Guideline Guidebook (Published annually)

This publication provides methods and tools to obtain an APA Internship (Students in the Doctor of Psychology in Clinical Psychology program).

Argosy University Academic Catalog (Published annually in the Fall term) - online at www.ausfba.com

This publication includes an introduction to all Argosy University campuses and programs nationwide, including: institutional policies, students' rights and responsibilities, admission policies, financial policies and assistance, academic policies and procedures, student life, academic programs, course descriptions and listings.

Clinical Research Project Manual

(Published annually by the Clinical Psychology Program)- Online at www.ausfba.com

This publication contains detailed information on how to conduct a clinical research project which is a requirement of the Doctor of Psychology in Clinical Psychology Program.

Clinical Training Manual (Published Annually by the Clinical Psychology Program)

Available from the Clinical Training Office—this publication includes detailed information on Practicum and Internship Training which is part of the Master of Arts in Clinical Psychology and Doctor of Psychology in Clinical Psychology Programs.

Counseling Psychology Practica Placement Database and Forms (Published Annually by the Counseling Psychology Program)—online at www.ausfba.com. This publication includes detailed information and the forms required for Practicum Training, Master of Arts in Counseling Psychology.

Dissertation Handbook for Counseling Psychology (Published Annually by the Counseling Psychology Program - online at www.ausfba.com. This publication contains detailed information and the forms required to complete a Counseling Psychology Dissertation.

Dissertation Handbook for Education (Published annually) - online at www.ausfba.com

Dissertation Handbook for Business - online at www.ausfba.com

Financial Aid Guide (Published annually)

Available at the Student Services office. Includes information, forms and links for Financial Aid at the Argosy University, San Francisco Bay Area.

Registration Bulletin (Published each term)

Mailed out to students each term. This publication includes detailed information on registration and payment policies and procedures. It also gives details on Add/ Drop Policies, Refund Policies, Return of Title IV funds and Enrollment requirements. These policies are also published online at www.ausfba.com.

New Student Housing and Resource Guide (Updated annually) - online at www.ausfba.com

This publication informs new students on relocation resources and referrals.

EMERGENCY PROCEDURES AND CLOSINGS

In case of a life threatening situation, dial 911

If life is in danger, please EVACUATE the building in a calm manner –DO NOT RUN. Please help those who need assistance due to physical impairment. You must exit the building on the 1st floor. There are 4 doors located on the 1st floor:

FRONT EXIT

The Entrance Door in the main lobby.

If the entrance door is too dangerous to go through, there are doors at the back and side of the building through which to exit:

SIDE and REAR EXITS

There are two doors in the east wing of the building; one from the library and one at the stairwell. Both exit into the parking lot on the side of the building. There is also an exit door at the rear of the building from that exits onto the patio.

The designated gathering location in the event of an evacuation is the parking lot on the east side of the building.

REPORTING AN EMERGENCY

If a non-life threatening emergency occurs, please alert the front desk who will inform the appropriate parties for help. If the front desk is unavailable, please alert a staff/faculty member of the situation. The following is a list of phone numbers in the event of an emergency:

POLICE	Alameda Police Dept.	510-522-2423
	Police Dept. (non-emergency)	510-337-8340
FIRE DEPT.	Alameda Fire (non-emergency)	510-337-2100
Electric	Alameda Power & Telecom	510-748-3900
Gas	PG&E	800-743-5000
AIR QUALITY	Bay Area Air Quality	800-334-6367
BUILDING OWNERS	Legacy Partners	510-521-9555

FIRES

All students are urged to acquaint themselves with the location of the exits, fire alarm switches, and available fire extinguishers on each floor of the School. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire and s/he will alert the fire department.

POLICE

To summon the police, call 911 and the operator will alert the police department.

THEFT

If a theft has taken place, please report it immediately to the Office Manager.

ACCIDENTS AND ILLNESS

When there is doubt as to the procedure in case of medical emergency, immediate medical advice should be secured by dialing 911. Anyone who is injured or becomes ill at Argosy University, San Francisco Bay Area should be directed or taken to an Emergency Room. If the injury/illness is so serious that the individual cannot be moved, 911 should be called. Instructions concerning first aid and provisions for securing a physician and an ambulance are handled most efficiently by the procedure described above.

INCIDENT REPORTS

A complete report of every incident, no matter how minor, should be made within 48 hours. The following information will be required: time and place of accident, how accident occurred, names and addresses of persons involved/injured, description of the injuries, property damage (if any) to the person(s) and/or School, and names and addresses of witnesses.

Any accident involving serious injury should be reported at any time during the day or night. These reports will be given immediate attention. In instances where there is doubt as to whether the accident is serious enough to require a report, it is better to report it immediately.

SCHOOL CLOSINGS

In the event of threatening weather, the School may be closed by the President or a designee. All students will be notified. Students should keep up to date contact information with the Student Services office in case of school closings.

ARGOSY UNIVERSITY EMAIL

Upon enrollment, each student will be assigned an Argosy University email account within one week. This email account is the University's primary mode of communication with you. It will be your responsibility to regularly check this email account or set up forwarding to your primary email address.

You can access your student email account through Student Link https://banner.argosy.edu/prod/twbkwbis.P_WWWLogin or directly at <https://webmail.stu.argosy.edu>.

To find your username: enter Student Link and click on the "personal information" menu. Then click on "view email address" and copy the email address that is shown ending in "@sfo.stu.argosy.edu".

Your password will be the same as your password for Student Link.

For more information and FAQ's please visit <http://www.argosy.edu/emailtraining/>.

Students are expected to engage in the responsible use of technology. The following activities are in violation of school policy:

- The theft or abuse of computer, email, Internet or Intranet resources
- Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
- Unauthorized transfer of a file
- Unauthorized downloading of copyrighted materials in violation of law
- Unauthorized use of another individual's identification and/or password
- Use of computing facilities to interfere with the work of another student, faculty member, or school official
- Use of computing facilities to send obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the school's computing system

Please remember that only your words and not your intentions appear in email. Non-verbal clues are absent; therefore it is easier to offend unintentionally. It is in the best interest of all parties that email etiquette be carefully observed.

SECTION THREE

LIBRARY, COMPUTER LAB, AND TEXTBOOKS

REFERENCE SERVICES

- The Library strives to have a librarian on duty during all open hours. We're available in person, by phone, by email, and by appointment.
- The Library conducts **Library Orientations** for all programs, as well as **Dissertation and Research Workshops** arranged by faculty. The Library can hold sessions for up to 12 patrons in the Computer Lab and is also happy to work with patrons one-on-one. For a more personalized, in-depth training session, a 1½ hour session can be scheduled in advance.
- In addition to our online resources, which include thousands of full-text journal articles, electronic books (e-books), and full-text dissertations, Argosy University, San Francisco Bay Area librarians have created numerous bibliographies and user guides for both programs and special topics, such as the "Forensic Resources Guide" and the "Tests & Measurements Reference Books."

COLLECTION

- The library owns over 5,500 books, 1000 videos, 95 active journal subscriptions, 150 dissertations, and more than 600 psychological assessment kits.
- Books may be checked out for one month. Journals and videos may be used onsite. Faculty can check out videos and DVDs for up to six weeks.
- Tests may only be checked out for authorized use.

ONLINE CATALOG

The library catalog is available on the Internet and allows you to search for materials at our location or at all Argosy University campuses. The catalog also provides links to over 21,000 electronic books (fully digitized and available online).

PASSWORD PROTECTED DATABASES (JOURNAL ARTICLES)

You must be a confirmed Argosy University, San Francisco Bay Area student to use password protected databases. Contact the library for passwords.

PsycINFO: from the American Psychological Association (APA), contains more than 2 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as the 1800s. 97 percent of the covered material is peer-reviewed. Journal coverage, which spans 1887 to present, includes international material selected from nearly 2,000 periodicals in more than 25 languages.

PsycArticles: a definitive source of searchable full-text, peer-reviewed scholarly and scientific articles in psychology. The database contains more than 40,000 articles from 56 journals - 45 published by the American Psychological Association (APA) and 11 from allied organizations. It includes all journal articles, letters to the editor and errata from each journal. Coverage spans 1985 to present.

PsycEXTRA: *PsycEXTRA*, is a bibliographic and full-text companion to the scholarly *PsycINFO* database. The document types included in *PsycEXTRA* consist of technical, annual and government reports, conference papers, newsletters, magazines, newspapers, consumer brochures and more. It contains nearly 80,000 records with more than 300,000 full-text pages.

Psychology and Behavioral Sciences: This database provides nearly 575 full text publications, including nearly 550 peer-reviewed titles. This database covers topics such as emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational and experimental methods. Nearly every full text title included in this database is indexed in *PsycINFO*.

Academic Search Premier: The world's largest academic multi-disciplinary database provides full text for nearly 4,650 serials, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Education Research Complete: The definitive online resource for education research. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. *Education Research Complete* provides indexing and abstracts for more than 1,500 journals, as well as full text for more than 750 journals, and includes full text for more than 100 books and monographs, and for numerous education-related conference papers.

Business Source Premier: This is the industry's most used business research database, providing the full text for more than 8,800 serials. It provides full text back to 1965 and searchable cited references back as far as 1998. Coverage includes virtually all subject areas related to business.

Regional Business News: This database provides comprehensive full-text coverage for regional business publications and incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

SocINDEX with Full Text. The database features more than 1,600,000 records with subject headings from a 15,600-term sociological thesaurus designed by subject experts and expert lexicographers. *SocINDEX with Full Text* contains full text for 253 "core" coverage journals dating back to 1895, and 72 "priority" coverage journals. This database also includes full text for 547 books and monographs, and full text for 6,711 conference papers.

LIRN (Library & Information Resource Net): Contains abstracts and full-text in all academic areas, including **Infotrac & ProQuest** databases. Additional resources include: Health Reference Center, Computer Database, General Business File ASAP, Business & Company Resource Center and Books in Print.

Digital Dissertations: Downloads of full dissertations from 1997 – present are free; for dissertations older than 1997, 24-page previews are available. Argosy University, San Francisco Bay Area is the only Argosy University campus with full-text access to this database.

JOURNAL SOURCES

Print journals don't circulate but can be photocopied in the library—the library copier makes "book copies" (i.e., copying two journal pages at once), which is a real time-saver. Copies are \$.05 per page. Thousands of journals are available in full text through our web-based databases. Passwords are available at the Library.

INTERLIBRARY LOAN (ILL)

Interlibrary loan is available both within the entire Argosy University library system, and other libraries nationwide. Instructions for requesting ILL items are included in the library's database user guides.

NORTHERN CALIFORNIA CONSORTIUM OF PSYCHOLOGY LIBRARIES (NCCPL)

The library is a member of NCCPL, which provides access to a diverse range of psychology collection, via a "Direct Borrower" program. Please see the librarians for details regarding library cards.

BOOKSTORE AND MATERIALS

TEXTBOOKS AND SUPPLEMENTAL READING MATERIALS

Required course textbooks are listed with MBS Direct. Select the San Francisco Bay Area Campus or Argosy Online option, then your course number. Section letters are important if more than one is listed. Phone orders (800.325.3252) are faster than Web orders; however, for Web orders, there is a 20% shipping discount for items shipped via UPS overnight or 2-day service.

Go to <http://direct.mbsbooks.com/argosy.htm>

COMPUTER LAB

There are computers (in the computer lab and library) with Microsoft Office, several assessment scoring programs, (Rorschach, CVLT, & D-KEFS), Statistical Package for the Social Sciences (SPSS), the CAPIC database (for practica and internships), the library catalog, and the Internet. All Library and Computer Lab workstations have APA format as the default setting in Word. There is a high-capacity, high-speed, printer and a transcription machine.



**ARGOSY
UNIVERSITY.**

SECTION FOUR

STUDENT SERVICES AND RESOURCES

REGISTRAR

TRANSCRIPT REQUESTS

Transcripts are available for students through Student Link or through the Student Services Office. Students requesting an official transcript must complete and sign a *Transcript Request Form* and submit to the Registrar's Office. A *Transcript Request Form* may be obtained at the registration table or online at Student Resource Site at www.ausfba.com. Click on "Transcript" and you will see the form. Please allow a 2 week turn around on transcripts.

REGISTRATION

Registration procedures are set up to provide maximum flexibility for students. Argosy University, San Francisco Bay Area offers online registration during predetermined periods of time, as well as paper registration which can be dropped off or mailed in. Registration Bulletins are published prior to each term and provide detailed information on registration policies, deadlines, payment options and refund policies. Registration policies and forms are available online at www.ausfba.com. Click on "Registration" to see the policies and forms. Students can view their schedules online at Student Link.

Please note that we will be changing registrations systems during the summer of 2008. Please check with the Student Services Office for information about the new registration site.

REGISTRATION DEADLINES AND DATES

In order to provide flexibility of registration options, there are several registration deadlines and dates which vary depending upon the student's payment method, status and program.

1. Payment Deadlines

- a. Financial Aid Students must have a complete and approved financial aid application prior to the registration period. If financial aid does not cover the total tuition and fees for the registration period, students must provide an additional payment method through the *Payment Arrangement Form*.
- b. Cash Pay Students (Students Not on Financial Aid) must provide a *Payment Arrangement Form* with a valid form of payment during the pre-registration period. This form is due on the date published in the *Registration Bulletin* which is prior to registration. Students will have to provide a credit card number to register without financial aid.

2. Priority Registration

- a. Time Tickets are set for some programs to allow students with more credits to register earlier for classes. The programs that offer this option are assigned a time ticket which is published in the *Registration Bulletin*.
- b. Online Priority Registration All students who register online have priority over students who register through paper registration.
- c. Paper Priority Registration Students who register by paper during the priority registration period will be processed after online priority registration. Please see the *Registration Bulletin* for further information on drop-off or mail-in Registration.
- d. New Student Priority Registration New students may have an opportunity to register for classes prior to priority registration for classes specifically offered for first year students.

3. Late Registration

Students are assessed a \$50 late registration fee if they register during the late registration period as listed in the *Registration Bulletin*.

4. Last Day to Register

Students who do not register or are paid in full from the previous term by the last day to register as printed in the *Registration Bulletin* may be dropped from the program.

5. Add/ Drop Registration

Students may change their registration online during the online registration period. After online registration is over, students must complete an *Add/ Drop Form* and submit it to the Registrar. Students who make changes to their schedule after the start of the term will need the signature of their program chair to add a class. There is a \$50 fee for dropping a class after the start of the term. The *Add/ Drop form* and the *Argosy University Academic Catalog* outline the impact of adding and dropping classes on students' grades, financial aid, international status, and Veteran Administration (VA) benefits. *Add/ Drop Forms* are available online at www.ausfba.com or on the registration table on campus.

6. Course Availability/ Cancellation

All courses are subject to change. Courses may be cancelled due to low enrollment. Students will be contacted if their course is cancelled.

7. Payment Deadlines

Students are subject to payment deadlines as outlined in the *Registration Bulletin*, academic catalog and on the payment forms. These policies require students to be paid in full for the prior term at the point of registration and have a payment set up according to payment policies or have a complete and approved financial aid application on file which covers tuition for the term the student is registering for. Students will have a hold on their account at the point of registration or will have their registration returned if the above conditions are not met.

8. Holds

Students must clear all holds on their account prior to registering. Holds may be placed put on student accounts for incomplete registration, incomplete admissions or financial documentation, balances on their accounts from previous terms, incomplete financial aid, and library materials not returned. Students must contact the appropriate department to clear a hold on their account.

COURSE TRANSFERS AND WAIVERS

GRADUATE TRANSFER CREDITS

Graduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for transfer to a graduate level program at Argosy University, San Francisco Bay Area, students the following steps will be followed:

1. Students must submit a *Course Transfer Form* to the Student Services department for each transfer course requested. Attached to the form should be an official transcript, a course syllabus, and additional documentation as needed. This form needs to be submitted within one year of matriculation into the program. Incomplete forms will be returned to the student.
2. The Student Services department will review the form to see if it meets the general criteria for a Transfer. If these criteria are met, the form will then be submitted to the appropriate academic department for review. Course transfers will be either approved, denied or more information will be requested.
3. Approved transfer forms will be returned to the student for payment of \$50 for each approved waiver. Students should submit these forms with payment to the Student Services office.

See the current *Argosy University Academic Catalog* for additional Graduate Transfer Credit Criteria prior to submitting graduate credit transfer forms for review.

UNDERGRADUATE TRANSFER CREDITS

Undergraduate transfer credit criteria are outlined in the *Argosy University Academic Catalog*. Transfer credit evaluation is completed during the admissions process to ensure that a student has the appropriate number of transfer credits for admission to a bachelor's degree program. Upon acceptance, students will be advised of the number of transfer credits that have been identified for credit toward their degree program.

WAIVER/COURSE SUBSTITUTION

Waiver/course substitution criteria are outlined in the *Argosy University Academic Catalog*. In order to have credits evaluated for waiver to a program at Argosy University, San Francisco Bay Area, students must submit a *Course Waiver Form* for each course waiver requested. Waived courses do not reduce the number of courses required to be taken in-residence. If approved, students will need to submit a \$50 fee with the *Course Waiver Form* to the Student Services department for each approved waiver.

COURSES TAKEN AT OTHER ARGOSY UNIVERSITY CAMPUSES

With prior approval of their program chair/campus dean, matriculated students may apply courses taken at another Argosy University campus to their degree program at Argosy University, San Francisco Bay Area. Please see the *Argosy University Academic Catalog* for detailed information on this subject.

INFORMATION CHANGES

It is the student's responsibility to report all changes in name and address to the Student Services/ Student Finance office.

ADDRESS AND NAME CHANGE PROCEDURES

"Change of Address/ Change of Name Forms" are located on the wall rack on the first floor of the building. Forms are also located online at the Student Resource Site www.ausfba.com. "Change of Address/ Name Change Forms" should be submitted to the Student Services office. Please allow one week for updates. Addresses and names can be viewed for accuracy on Student Link. Students can update their e-mail addresses through Student Link.

RELEASE OF INFORMATION

Students needing any type of information released to a third party including financial statements, degree verifications, enrollment verification or a billing statement must fill out a *Release of Information Form*. This is the same form as the *Transcript Request Form*. These forms are available at the registration table or online at Student Resource Site at www.ausfba.com

INTERNATIONAL STUDENT INFORMATION

Our senior international student advisor provides nonimmigrant alien-international students with services related to immigration issues. The advisor works closely with our students to provide current and updated information, as well as any other student services support needs throughout an academic program. International students are provided with an *International Student Handbook*. The handbook includes useful academic and administrative policy information. We encourage all student to read the in depth information regarding Argosy University policies both in the *International Student Handbook* as well as in the *Argosy University Academic Catalog*. We also provide various government websites to keep students abreast of changing laws that relate to your student non-immigrant status.

International students are required to maintain health insurance coverage for the duration of their studies at Argosy University. Students who do not possess health insurance upon applying to the Argosy University, San Francisco Bay Area must be prepared to purchase health insurance through an approved Argosy University provider upon commencement of studies.

HEALTH AND LIABILITY INSURANCE

LIABILITY INSURANCE

All students on Practicum or Internship are required to pay for professional liability insurance. This fee is added to all practical classes and is included in Internship fees for Clinical Psychology Programs. Questions about liability insurance should be directed to the clinical training office at of their program or to obtain proof of coverage or online at www.ausfba.com.

Clinical Programs

Jen Persing 510-217-4763

Counseling Program

Heather Martarella 510-217-4745

STUDENT HEALTH INSURANCE

Argosy University makes available to students a student health insurance plan through a third party provider. Contact student services for more details.

STUDENT EVALUATIONS AND SURVEYS

Students will be given confidential mid-term course evaluation forms at the mid point of each course and end-of-term course evaluations at the completion of each course. These confidential surveys are used to track progress and provide feedback to instructors. Student feedback is essential to providing quality instruction.

GRADUATION

PETITIONING TO GRADUATE

Specific Program Graduation Requirements are outlined in the *Argosy University Academic Catalog* as well as on the *Petition to Graduate Form*.

1. Students who are planning to graduate need to submit a *Petition to Graduate Form* with \$150.00 graduation fee (check or credit card charge) to the Student Services Office **by the first day of the last term in which they register**. Student who hands in their *Petition to Graduate Form* late incomplete will not be processed until the following term and may not be able to participate in the graduation ceremony.
2. *Petition to Graduate Forms* are reviewed **at the end of term** in which the student submits the forms when all grades for the term have been received.
3. It is the student's responsibility to make sure all "**Incomplete**" and "**In-Progress**" grades are changed as well as all program requirements including meeting their practicum, internship and CRP requirements by the end of the term in which they graduate. Students are encouraged to review their academic transcripts every semester to make sure any Incomplete or In-Progress courses have been updated. Academic transcripts can be found on **Student Link** <https://banner.argosy.edu>.
4. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP/ Dissertation requirements, DANTES/ Tests (for undergraduate programs) practicum/ internship contract requirements, and course repeats) by the end of the term in which they petition to graduate.

DIPLOMAS

Diplomas are ordered once every term after the end of the term in which the student complete their requirements and after all grades for the term have been submitted. Students who have incomplete or in progress grades at this point will not have a diploma ordered and will have to wait until the completion of the following term. Diplomas take approximately two months to be processed.

COMMENCEMENT SERVICES

Commencement Services are held for students annually in the fall for students who graduated in the previous summer, spring and fall terms. Please see the *Petition to Graduate form* located online at www.ausfba.com or at the Registrar's Office for specific dates regarding commencement. Students are allowed to walk in the graduation ceremony only if they **complete all their program requirements** (including incompletes, CRP/ Dissertation requirements, DANTES/ Tests/ practicum/ internship contract requirements, and course repeats).

STUDENT GOVERNMENT

A letter from the Student Government Association Vice President

Dear Students,

On behalf of the Student Government Association (SGA) and the entire student body here at Argosy University, San Francisco Bay Area, I would like to extend my sincere welcome. I am thrilled to have you join our community.

The SGA plays an important role in working closely with the students to be an effective representative for the student's here on campus. It is also our role to bridge the communication between the student body and staff. I am happy to work with and support students and look forward to meeting and interacting with you at our many activities that we have planned for this upcoming year. These activities are meant to develop and maintain a sense of community between everyone on campus and they are also a lot of fun.

I am very eager to meet all of you around campus and at the upcoming events. Please check the SGA board on campus for event dates and updates regarding the SGA. I sincerely hope your experience at Argosy University, San Francisco Bay Area is wonderful. Feel free to let the SGA know if you have any concerns or suggestions to improve your experience. If you have any questions please email argosysga@hotmail.com. We strive to abide by all university policies and will always uphold the professional reputation as an exceptional place where students come in with ambition and drive and leave as successful professionals.

May you be successful and reach your goals,

Stacey Touhy

Vice President

Student Government Association

STUDENT GOVERNMENT ASSOCIATION

Officers

President:	Trina Anderson
Vice Presidents:	Stacey Touhy, D.J. Laing
Secretary/Treasurer:	Abi Weismman
Activities Director:	Kale Jenks
Faculty Advisor:	Dr. Polly Lytle

CONTACT INFORMATION

Student Government has a table in the Student Lounge that has student information on it. The Suggestion Box is located on the SGA table in the student lounge. Other ways to contact Student Government are through the Student Government mailbox located downstairs and you may also email student government at argosysga@hotmail.com.

STUDENT ACTIVITIES

BUDDY SYSTEM

The Peer Program matches a current student with an incoming first year to be their "buddy". This person is here to answer any questions you have regarding starting your program at the Argosy University, San Francisco Bay Area. Contact information will be provided to you at orientation.

STUDENT ACTIVITY BOARD

The Student Activity Board is located in the Student Lounge. This board is for students to connect with each other to study, find running partners, play sports, go to the movies, etc.

TENTATIVE STUDENT EVENTS

September: Welcome Back Party

October: Halloween Event

November: Annual Winter Ball

April: Spring Fiesta Party

June: Annual Summer Mixer

More student events will be announced at a later date

ANNUAL EVENTS

Student Government Elections: Nominations for student government begin in February and elections are held at the end of March. Your newly elected student government officers take office the beginning of the summer term.

Student Government Meetings: Student Government has meetings on average once a month in the student lounge. These meetings are open to all students to discuss concerns and issues.

Brown Bag Lunches: Brown Bag Lunches are meetings and lectures held in the Student Lounge once a month during the lunch hour. In the past topics have included from working with diverse populations, transference issues as a therapist, introductions to theoretical orientations, student/professor round table on academic standards at the Argosy University, San Francisco Bay Area, resume writing, and application process for Practicum.

Annual Orientation: Each start of each term, the Argosy University, San Francisco Bay Area holds a mandatory student orientation for each program of study to welcome our incoming students. It is important to attend this orientation to receive pertinent information relating to the policies and operations of the Argosy University, San Francisco Bay Area while meeting faculty, staff and fellow students.

STUDENT ORGANIZATIONS

Students are encouraged to contact the director of Student Services if you are interested in developing or being a part of a campus student organization or committee. Current and previous organizations have included; Diversity, Gender, Taiwanese Committees, a Psychology and Disability Awareness organization is being developed.

PROFESSIONAL ORGANIZATIONS

APAGS: American Psychological Association for Graduate Students (APAGS) is involved in legislation affecting the field of psychology, issues concerning graduate students in the field of clinical psychology and implementing rules and regulations for graduate programs. The APAGS bulletin Board is located in the upstairs hallway next to the Computer Lab.

APA: All clinical psychology students are encouraged to become members of the American Psychological Association (APA) by filling out the application located in the student lounge.

Education and Business Organizations are also available. Please contact the departments for further information.

STUDENT FINANCE

The Student Finance office is available to answer questions about financial aid, billing issues, payment plans and scholarships. Students can also view their accounts, financial aid history and status, and payments on Student Link. All forms and links to financial aid applications and resources can be found at www.ausfba.com. Please also review the “*Financial Policies and Assistance*” section of the *Argosy University Academic Catalog* for current financial responsibilities to ensure registration completion.

Resources Available through the Student Finance office include:

- Direct Deposit Form
- Payment Plan Form
- Financial Aid Check List (a list of all steps needed to apply for federal financial aid)
- Argosy University Financial Aid Guide
- Financial Aid Lender and Contact List
- Loan Consolidation Kits
- Federal Financial Aid Applications
- Alternative Loan Applications (Credit Based Loans)
- Scholarship and Grant Applications
- Loan Deferment Documentation
- Other resources as necessary.

SCHOLARSHIPS

Argosy University is pleased to offer several scholarship awards. These awards have been developed to provide financial assistance to eligible students pursuing their education at Argosy University.

Scholarships range from \$1000 to \$5000 for the academic year. Applications are accepted until the beginning of a term; however, since funds are limited, you are encouraged to apply early.

SECTION FIVE

HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY AND CRIME STATISTICS

Argosy University, San Francisco Bay Area Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report - May 2008

INTRODUCTION

The Argosy University, San Francisco Bay Area is providing the following information to all of its employees and students as part of the Argosy University, San Francisco Bay Area's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus President, Lucille Sansing at Argosy University, San Francisco Bay Area, 1005 Atlantic Avenue, Alameda CA 94501, 510-217-4727

CAMPUS SECURITY AND CRIME PREVENTION POLICY

Argosy University, San Francisco Bay Area Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy in their mailboxes. The report is distributed to all students through the *Student Handbook*.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Argosy University, San Francisco Bay Area Office Manager, Kimberly Fussell. Reports are kept in a secure location in the office manager's office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Argosy University, San Francisco Bay Area that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Argosy University, San Francisco Bay Area facilities to the Office Manager, Kimberly Fussell either in person or by calling 510-217-4730. If the office manager, is not available, you may contact the campus president and the City of Alameda Police Department by dialing 911.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the office manager. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the City of Alameda Police by dialing 911 and then notify the Office Manager, Kimberly Fussell.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Office Manager. Reports are kept in a secure location in the Office Manager's office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the director of Student Services.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Argosy University, San Francisco Bay Area prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the director of Student Services quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Argosy University, San Francisco Bay Area concerning the occurrences on the Argosy University, San Francisco Bay Area which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the campus, non-campus buildings and property, and public property. Finally, in the third box arrests and “referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. These statistics represent those reported at or near the Point Richmond, CA location of the campus for the period of January 1, 2007-August 20, 2007, and those reported for the Alameda location from the period of August 20, 2007- December 31, 2007.

ARGOSY UNIVERSITY, SAN FRANCISCO BAY AREA

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute’s campus, non-campus buildings & property and public property*

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute’s campus, non-campus buildings & property and public property.

<i>Criminal Offenses</i>	Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	1	3	1	0	2	0	0
Motor Vehicle Theft	0	0	0	0	0	2	0	0	0
Arson	1	0	0		0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	1	0	1	3	1	2	2	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Hate Crimes	Calendar Year								
	2005			2006			2007		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

ARRESTS/PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION

	Calendar Year							
	2005			2006			2007	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Liquor Law Violations:								
Arrests	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0
Drug Abuse Violations:								
Arrests	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0
Weapons Possessions:								
Arrests	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0

* Includes school-sponsored housing

** Public property includes the sidewalks immediately adjacent to the campus, including the parking facility in front of the campus.

SECURITY AND ACCESS TO THE CAMPUS

It is the policy of the Argosy University, San Francisco Bay Area that access to all campus facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Argosy University, San Francisco Bay Area policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to check in at the front reception area.

ACCESS TO ACADEMIC BUILDINGS

The reception area staff are responsible for the greeting of all faculty and staff and are located on the First Floor of the entrance to Argosy University, San Francisco Bay Area at 1005 Atlantic Avenue, Alameda, CA 94501. After hours, the building is protected with by an alarm system. Suspicious persons are questioned and asked to leave.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Argosy University, San Francisco Bay Area is located in Alameda, CA. Argosy University, San Francisco Bay Area maintains a close working relationship with the Alameda Police department with periodic contact initiated by the director of Student Services and office manager personnel to ensure that Argosy University, San Francisco Bay Area is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided by notices placed in faculty, staff and student mailboxes as well as postings around campus.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Argosy University, San Francisco Bay Area employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, a well as their fellow classmates. The orientation program includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus if applicable, and procedures for reporting any criminal activity or emergency. Argosy University, San Francisco Bay Area have no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the office manager in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Argosy University, San Francisco Bay Area provides in-service programs during new student staff orientations designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event Argosy University, San Francisco Bay Area personnel working with local police and/or campus security personnel, determine that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices via e-mail.

Students are requested to review the *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the Argosy University, San Francisco Bay Area's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented during orientations each term. Referrals on sexual assault issues are available in the Student Services office. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, housing personnel, security, the director of Student Services, the Executive Committee or other Argosy University, San Francisco Bay Area officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured, and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Bay Area Women Against Rape | 510-430-1298. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Argosy University, San Francisco Bay Area will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Argosy University, San Francisco Bay Area personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Argosy University, San Francisco Bay Area housing, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: California Dept. of Health Services located online at <http://www.dhs.ca.gov/epic/fvrefer/alameda.htm>.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with the Argosy University, San Francisco Bay Area published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Argosy University, San Francisco Bay Area final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is also available with the Alameda Police Department, at 510-337-8340 and on-line at <http://www.securityoncampus.org/congress/cscpa/text.html>. On-campus computer labs with internet access are available for you to view the above website during regular school hours posted on the library website (go to www.ausfba.com and click on Library).

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Argosy University, San Francisco Bay Area staff and students annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Argosy University, San Francisco Bay Area also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

DRUG-FREE WORKPLACE AND CAMPUS

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

EFFECTS OF DRUGS AND ALCOHOL

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

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

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis

- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriant (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

ARGOSY UNIVERSITY, SAN FRANCISCO BAY AREA SANCTIONS

Argosy University, San Francisco Bay Area in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Argosy University, San Francisco Bay Area will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Argosy University, San Francisco Bay Area standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

STATE AND FEDERAL SANCTIONS

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

CONVICTIONS FOR DRUG-RELATED OFFENSES

Any student convicted of any drug-related criminal statute must notify the Director of Student Services, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Cal Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the Argosy University, San Francisco Bay Area need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

ARGOSY UNIVERSITY, SAN FRANCISCO BAY AREA RESOURCES

The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the Counseling Psychology Department.

APPENDIX I

FACULTY BIOGRAPHIES

ADMINISTRATION

Lucille Sansing, PhD

**The George Washington University
Campus President**

Lucille Sansing, PhD is Campus President of Argosy University, San Francisco Bay Area. Previously, Dr. Sansing had served in the administration of Notre Dame de Namur University as Vice President of Academic Affairs before ascending to the position of Provost in 2001. Dr. Sansing brings over 25 years of experience in liberal arts education to Argosy University, San Francisco Bay Area, serving in a dual capacity as collegiate administrator and faculty member. Dr. Sansing has held numerous positions in the education field serving as both Assistant Dean and Associate Dean of Washington College as well as Dean of Whitehead College at the University of Redlands. She has complemented her administration duties at these institutions by her work as a professor of sociology. Dr. Sansing holds a doctoral degree in Sociology from The George Washington University in addition to her MA in Sociology and Anthropology from the University of Virginia. Professional affiliations include chairing the Wye Faculty Seminar of the Aspen Institute, and membership on the Commission for Effective Leadership of the American Council on Education.

COLLEGE OF PSYCHOLOGY AND BEHAVIORAL SCIENCES

**AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY AT ARGOSY UNIVERSITY,
SAN FRANCISCO BAY AREA**

AMERICAN SCHOOL OF PROFESSIONAL PSYCHOLOGY

Gladys Ato, PsyD

Baylor University

Program Chair Bachelor of Arts in Psychology

Dr. Ato is Program Chair of the Bachelor of Arts in Psychology program at Argosy University, San Francisco Bay Area. She also provides part-time mental health consultation to childcare providers and direction in the Redwood City area, and supervises consultants through the Early Childhood Mental Health Project of Jewish Family & Children's services. Dr. Ato served as guest lecturer and instructor at State University New York, Albany, and Baylor University respectively, and has taught undergraduate and graduate psychology courses at Argosy University/San Francisco for the past four years. Her clinical experience includes direct therapy services for individuals, families and groups, as well as consultation services to medical providers. Dr. Ato also has an extensive history in competitive public speaking. Areas of focus include child/adolescent therapy, group therapy, trauma issues, psychodynamic and object relations theory, multicultural issues and therapist wellness/self-care.

Amy Bacharach, PhD

Adjunct Faculty, Forensic Psychology

Originally from Philadelphia, Dr. Bacharach received her PhD in Forensic Psychology and a certificate in Organizational Development. She has taught various courses in the United States and Mexico City including industrial-organizational psychology, writing in psychology, ethics, and program evaluation, and has presented at numerous national and international conferences. Dr. Bacharach is a researcher for the Judicial Council's Administrative Office of the Courts, Center for Families, Children, and the Courts, in San Francisco where she specializes in juvenile justice. Her interests include policy work in international social justice issues such as women's and children's rights and hate-related violence as well as cross-cultural and cross-national research. Dr. Bacharach is also a professional editor, working primarily with theses, dissertations, and other manuscripts. In her free time, Dr. Bacharach enjoys being involved in community organizations, learning new languages, and traveling the world.

Virginia Bassi, PhD
California School of Professional Psychology
Faculty, Clinical Psychology

Dr. Bassi, a graduate of the California School of Professional Psychology, is a native San Franciscan. In addition to her doctorate in clinical psychology, Dr. Bassi holds a Masters of Science degree in clinical psychopharmacology. When she is not teaching at Argosy University, San Francisco Bay Area or supervising dissertation students, she is busy with her private practice. Dr. Bassi has developed and continues to direct several day treatment programs, including a summer camp, for severely emotionally and socially disturbed children and adolescents. These programs serve as practicum sites for Argosy University students. Additionally, Dr. Bassi's areas of clinical expertise include assessment, parenting issues, substance abuse issues, and behavioral medicine. She regularly consults to and works with school districts in managing difficult and complex special education cases. Dr. Bassi has a wide range of research interests.

Virginia Bennett, PhD
Rosebridge Graduate School of Integrative Psychology
Faculty, Counseling Psychology

Dr. Bennett previously held the position of Director of Partial Hospitalization at the Portia Bell Hume Center for Behavioral Health and Training, where she received an Outstanding Service Award in 2000. She also has a private practice as a clinical psychologist in Berkeley, California.

Dr. Bennett has an integrative approach to therapy that utilizes cognitive-behavioral, psychodynamic, and transpersonal psychology depending on the needs of her clients. She specializes in hypnotherapy, and incorporates neurolinguistic programming (NLP) and eye movement desensitization re-processing (EMDR) to accelerate symptom resolution related to mood and anxiety disorders, habits, addictions, and trauma. Transpersonal psychology has been an area of professional training and research, as well as clinical work, for several decades. In a community mental health agency setting, she has extensive experience providing training for interns and direct psychological services to individuals with severe forms of mental illness, including support services for families

Russell Chapman, PhD
North Carolina State University
Faculty, Counseling Psychology

Dr. Chapman has his Ph.D. in Counseling from North Carolina State University and his MA in Psychology, with concentrations in Humanistic and Sport Psychology, from Sonoma State University. Dr. Chapman's research interests include counselor supervision, Social Cognitive Learning Theory, Developmental Psychology, and Case Study Experimental Design Research Methodology.

Previously, Dr. Chapman served as the Director of Counseling at Argosy University, San Francisco Bay Area. Currently, he is serving as the Acting Program Chair and the Practicum and Internship Director of the Master of Arts in Sport-Exercise Psychology.

Rachel Chen, PsyD
Argosy University/San Francisco Bay Area
Adjunct Faculty, Bachelor of Arts in Psychology

Dr. Chen recently taught undergraduate courses in statistics and research and design, and cognitive behavior therapy in the graduate program. Currently she is Mainline Coordinator and Individual Therapist at San Quentin State Prison. Dr. Chen earned her doctoral degree from Argosy University in 2004, and is currently enrolled in the Masters in Psychopharmacology Program at Alliant University. In her practicum and internships, Dr. Chen has worked with a variety of clients, including domestic violence offenders, children/adolescents and teens at Juvenile Hall, families, couples, and individuals. Dr. Chen is also interested in assessment.

Karim Dajani, PhD
The Wright Institute

Adjunct Faculty, Counseling Psychology

Dr. Dajani earned his B.A. in philosophy and math from St. John's College, his MA in Counseling Psychology from the California Institute of Integral Studies and his PhD in Clinical Psychology from The Wright Institute. In addition to a full time diverse psychotherapy practice he has greatly enjoyed teaching and supervising. Currently, he runs a psychology training program for graduate psychology students at an outpatient community mental health clinic in San Francisco – Westside Community Mental Health. Additionally, he received extensive training in forensic psychology and dedicates a part of his practice to forensic work - testing, report writing and expert testimony.

Donald Fallin, PsyD

California School of Professional Psychology

Adjunct Faculty, Forensic Psychology

Dr. Fallin is a licensed psychologist with a full-time private practice in Hayward, California. His graduate and post-doctoral training sites included Chinatown Child Development Center in San Francisco, Family Court Services in Hayward and Kaiser Permanente Department of Psychiatry in Santa Rosa. In addition to standard psychodynamic therapeutic interventions (individual psychotherapy, couples therapy, child play therapy), Dr. Fallin provides a wide range of court-ordered interventions for divorced and separated families. These interventions include child custody evaluations, psychological testing and assessment of parents, co-parent counseling and reunification therapy. He also provides expert witness testimony. Areas of interest include psychodynamic approaches, divorce, identity formation, art, personality disorders, and the impact of social prejudice, especially racism.

Anna Franco, PsyD

California School of Professional Psychology, Los Angeles

Adjunct Faculty, Counseling Psychology

Dr. Franco is a licensed clinical psychologist who has a private practice in San Francisco, working with a diverse clinical population. Dr. Franco also supervises clinical psychology doctoral students at the California School of Professional Psychology, and she serves as chair and reader for students at the California School of Professional Psychology and Argosy University, San Francisco Bay Area. She also has a thorough knowledge of clinical diagnostics, working as a medical consultant with an interdisciplinary team of doctors for the Social Security Administration, reviewing state decisions on mental health disability claims. Prior to private practice, Dr. Franco spent the last 9 years working with adolescents at a high school based student health center in Alameda. Her areas of experience and interest include: adolescents, eating disorders/body image, depression, family systems and cognitive behavioral theory, community mental health, and homeless adults/runaway youth.

Lesleigh Franklin, PhD

California School of Professional Psychology

Adjunct Faculty, Forensic Psychology

Dr. Franklin is a licensed clinical psychologist and is the Clinical Director of Residential Services at Lincoln Child Center, Oakland, CA. She has particular expertise in Forensic Psychology along with an expertise in the treatment of Trauma, Violence, Abuse, Gay, Lesbian, and Transgender issues, and Dual Diagnosis. Dr. Franklin also works in the area of adolescent self-harm and ritual abuse. Based on Dr. Franklin's work with various healers and medicine men she has a special interest in the area of alternative forms of healing and holistic health. Dr. Franklin has over 20 years of experience in the mental health field, and has been responsible for the design and implementation of several mental health programs along with serving as the Director of the Special Education Assessment program for San Francisco Children's Behavioral Health Services. Dr. Franklin also consults with various Native Alaskan and Native American Behavioral Health programs assisting in the design and implementation of System of Care Wrap Around Behavioral Health programs. Dr. Franklin has been on faculty at the University of Texas Medical Branch, Galveston, Texas, University of North Texas, John F. Kennedy University and Saybrook Graduate and Research Institute.

Brenda Frechette, PhD
California Institute of Integral Studies
Adjunct Faculty, Forensic Psychology

Currently Dr. Frechette supervises a Bay Area county psychiatric emergency service unit as well as serving as that county's mental health disaster response coordinator. She has worked in community mental health for over thirty years (as a therapist, paramedic, clinical supervisor, teacher, program developer, and administrator), specializing primarily in crisis intervention and addiction. Work settings have ranged from addiction treatment and research (DUI, outpatient detox, outpatient intensive, family, and residential treatment); forensic settings (assessments in corrections for court system, working as a multidisciplinary case management team and developing a mental health court model); and psychiatric assessment and treatment. Her therapy style integrates phenomenological brief therapy with cognitive behavioral and systems theory. Her current research interest is in vicarious healing and transformation (as well as traumatization.)

Susan Guzzo, PsyD
John F. Kennedy University
Faculty, Counseling Psychology

Dr. Guzzo obtained her doctorate in Clinical Psychology at John F. Kennedy University. She specializes in Neuropsychology and Assessment, having trained at San Francisco General Hospital and McAuley Adolescent Inpatient Unit at St. Mary's Medical Center in San Francisco. In private practice, she provides neuropsychological evaluation of geriatric patients and those with complex medical issues. Other professional interests include developmental disorders in children, attachment theory, and multicultural issues. Prior to her work in psychology, Dr. Guzzo obtained a Bachelor of Science in Engineering from Cornell University, and worked for many years in the technology industry.

Emily Harris, PhD
Pacific Graduate School of Psychology
Faculty, Clinical Psychology

Dr. Harris teaches graduate and post graduate courses in psychodynamic psychotherapy, child and adolescent therapy, diversity, the theory and treatment of substance abuse, and organizational psychology. She maintains a private practice in Oakland and Palo Alto working with adolescent, adults, couples and families. She is also an associate at the Addiction Institute in Menlo Park which specializes in the treatment of people in all forms of addiction and recovery. Her research interests include self concept, attachment, addiction, intersubjectivity, and developmental themes across the lifespan.

Julie Hepworth, PhD
The University of Birmingham, United Kingdom
Faculty, Counseling Psychology

Dr. Hepworth is a Professor in Psychology and registered health psychologist with the British Psychological Society. For over eighteen years, Dr. Hepworth has taught in Universities in the United Kingdom, Australia, and the United States specializing in the design and delivery of graduate higher education. Her teaching areas include: research methodology; qualitative theories and methods; health psychology; public health and health promotion; health communication and counseling; psycho-social adjustment to chronic illness, and she has extensive experience in advising graduate research dissertations. Dr. Hepworth's teaching experience and expertise in pedagogical principles, student support and learning is formally recognized through her accreditation as a Registered Practitioner of The Higher Education Academy United Kingdom. In addition, Dr. Hepworth has served on numerous senior committees related to human subjects reviews, the graduate dissertation process, program accreditation, and university strategic planning for teaching and learning. She has contributed to major policy developments related to hepatitis C, eating disorders and the training of psychologists involving several years' of volunteered service as a Board Member for non-government agencies and for Departments of Health. The author of over sixty publications and conference presentations Dr. Hepworth is an active researcher and consultant specializing in health psychology, theory, qualitative research methods and evaluation approaches. She won the Augusta Zadow Award

for research on women's health (with Dr. Madeleine Murtagh). She has served on several university and independent research funding committees, is an external reviewer of research funding applications, and is a reviewer for major scholarly publishing companies in the United Kingdom and the United States. Dr. Hepworth is author of the book, *The Social Construction of Anorexia Nervosa*. London: Sage Publications, 1999, regularly publishes original research in major international journals, and is invited to speak on a number of topics.

Mary Herget, PhD
California Graduate School
Faculty, Clinical Psychology

Over the past twenty years, Dr. Herget has taught courses in couple, family, brief, and narrative therapy and has provided one-way mirror clinical training to student therapists in a variety of graduate schools in the Bay Area. These have included Alliant International University, The Wright Institute, California State University at Hayward, and the California Institute of Integral Studies, as well as Argosy University, San Francisco Bay Area where she is currently a full time core faculty member. Dr. Herget was also the Clinical Director of the Redwood Center (1985-1999), and pre and post doctoral level training programs providing treatment for low income clients in Alameda and Contra Costa counties. In more recent years, Dr. Herget has been conducting continuing education workshops in supervision through Alliant University. Dr. Herget maintains a private practice in San Francisco. Her research interests include quantitative studies examining process and outcome variables contributing to client satisfaction with therapy.

Eugene Hightower, PhD
The Wright Institute
Faculty, Clinical Psychology and Counseling Psychology

Dr. Hightower completed his undergraduate work in Psychology and Social Relations at Harvard University, a Masters in Community Mental Health at University of California at Berkeley, and doctorate in Social-Clinical Psychology at The Wright Institute. His clinical internship was in community mental health and was completed at University California, San Francisco. He also completed a post doctoral fellowship in Psychology at University California, Berkeley. Dr. Hightower has been licensed as a psychologist since 1983. He has worked in numerous clinical settings. He has also been a faculty member in both Psychology and Ethnic Studies Departments. His primary research interests are in optimal psychological functioning and ethnopsychology.

Kim Huselid, MFT
John F. Kennedy University
Faculty, Counseling Psychology

Ms. Huselid maintains a private practice in Oakland, California and sees children, adolescents, couples and adults. Her special interests are in working with children with learning differences as well as those with life threatening illnesses or chronic illnesses. She provides consultation and direct service to families and children undergoing treatment for life threatening illnesses at John Muir Medical Center in Walnut Creek, California where she is employed by the Felton Family Foundation and serves on their Board of Directors as well. Ms Huselid also supervises for Circle of Care in Oakland, California an agency serving families struggling with loss and illness.

Margaret (Peggy) Jones, PsyD
Alliant University
Faculty Bachelor of Arts in Psychology

Dr. Jones received her Doctorate in Organizational Psychology from Alliant University (formerly the California School of Professional Psychology) in 2002. Dr. Jones' dissertation focused on African American female adolescents and their struggles with issues of self-esteem.

She has over 10 years expertise providing consulting services to Fortune 500 and non profit agencies. She specializes in creating and implementing customized research tools, needs assessments and program evaluation for urban communities and businesses. Dr. Jones has

worked with various organizations including: The Oakland Unified School District, Towers Perrin Human Resources Consulting Firm, Empower Perspectives Diversity Consulting Firm, Progress Consulting, and Youth UpRising.

Dr. Jones' counseling services focus on substance abuse, grief and loss, prostitution/sexually exploited minors, and stress management. Her commitment to educational initiatives and youth development was the foundation for her development of experiential program "My Entrepreneurial Journey" a 14 week interactive, experiential educational intervention. The curriculum is designed to promote self-efficacy and self-esteem beliefs in at-risk youth in addition to building community through mentoring relationships with existing entrepreneurs.

Dr. Jones also serves as adjunct faculty for the undergraduate and graduate business programs.

Rachel Levine, MA, MFA
New York University, Western Michigan University
Adjunct Faculty, Bachelor of Arts in Psychology

Rachel earned her Master of Fine Arts in Creative Writing from New York University in 1997. Since then she has been teaching writing at the college-level. She has taught all levels of composition (from basic skills to advanced) at large state universities, private four year universities and community colleges in Chicago, Kentucky, Michigan, and, since 2006, the Bay Area. Rachel is also an accomplished poet, with her most recent publication in The Los Angeles Review.

Jon Klimo, PhD
Rosebridge Graduate School of Integrative Psychology
Faculty, Clinical Psychology

Jon Klimo, a graduate of Brown University and Rosebridge Graduate School of Integrative Psychology, has taught in doctoral programs for 31 years, including 8 years at Rutgers University and chairing more than 200 dissertations in the process. He is a Transpersonal Psychologist, Parapsychologist, and authority on consciousness studies, creativity, and new paradigm science. At Argosy University, San Francisco Bay Area, he specializes in qualitative research methods, especially phenomenological research, teaching a number of the content courses, advising, and chairing clinical research projects. He has published, given conference presentations, and conducted original research in a number of new paradigm and transpersonal areas.

Miles D. Kramer, MSW, LCSW
Fresno State University
Faculty, Forensic Psychology

Miles D. Kramer specializes in correctional mental health, law enforcement, post-traumatic stress disorder, critical incident stress debriefing and treatment of mentally ill offenders. He is the secretary of the Forensic Mental Health Association of California and a volunteer clinician with the West Coast Post Trauma Retreat. Publications include "Restorative Policing: A Community Strengths Approach To Helping The Mentally Ill." J. Fay, PsyD. & MD Kramer, LCSW. State of Illinois – Law Enforcement Executive Forum. July 2003. "Restorative Policing: A Community Strengths Approach To Helping The Mentally Ill" MD Kramer, LCSW; J Fay, PsyD. *Journal of the American Association For Emergency Psychiatry* Volume 7, Number 2. 2001.

Clifford D. Kusaj, PsyD
Baylor University
Adjunct Faculty, Forensic Psychology

Dr. Kusaj was a pre-doctoral intern at the Federal Correctional Complex in Butner, NC and post-doctoral fellow in forensic psychology at Patton State Hospital in San Bernardino, CA. In addition to his duties as an adjunct faculty member at Argosy University, San Francisco Bay Area, Dr. Kusaj is a member of the psychology department at San Quentin State Prison and he has a private practice where he specializes in clinical and forensic assessment and consultation. Dr. Kusaj's areas of interest include criminal competencies, the insanity defense, treatment of mentally disordered offenders, and forensic-related assessment (e.g., malingering, psychopathy, violence risk assessment). He has instructed courses in personality and cognitive assessment at Baylor University and he currently teaches Forensic Program Development and Evaluation.

Pauline “Polly” Lytle, PhD
California School of Professional Psychology
Program Chair, Clinical Psychology

Dr. Lytle is a clinical psychologist with a private practice in Benicia, CA where she specializes in working with children, couples and families. Dr. Lytle has taught a wide variety of courses at Argosy University, San Francisco Bay Area, including family therapy, supervision, and effective teaching skills. For the past five years she directed the Head Start Project at the Alliant University Psychological Services Center. Dr. Lytle’s research interests include: couples and families, alternative families, family play therapy, women’s issues, burnout in the helping professions, disability and chronic illness, and organ transplantation. She particularly enjoys qualitative or quantitative research, case studies, and clinical research projects (e.g., training videos, therapeutic games or books).

Bonnie Macbride, EdD
JFK University
Faculty, Counseling Psychology

Dr. Macbride teaches Couples and Family Counseling, Research and Program Evaluation, Social and Cultural Foundations, Group Counseling, and Practicum Seminar. Additionally, she is working towards a Doctor in Education in Counseling Psychology at Argosy University, San Francisco Bay Area.

Dr. Macbride works experientially, drawing primarily from systemic, somatic, and multicultural perspectives. She is a Licensed Marriage Family Therapist with extensive training in Systems Centered Therapy and Emotionally Focused Therapy.

Heather Martarella, PsyD
John F. Kennedy University
Director of Counseling Psychology Training

Dr. Martarella is the Director of Counseling Psychology Training for the Master of Arts in Counseling Psychology program at Argosy University, San Francisco Bay Area. As a licensed clinical psychologist, she operates a part-time private practice in Lafayette, California. Dr. Martarella has worked with a wide variety of clinical issues and populations. She specializes in working with clients who engage in self-injury (cutting), suffer from anxiety, and adults managing their ADHD symptoms. Dr. Martarella is interested in research about self-injury and multicultural issues. She graduated with her MA. and PsyD in Clinical Psychology with an emphasis in Multicultural Competency.

Christine M. Mayerchak, PsyD
Argosy University, San Francisco Bay Area
Adjunct Faculty, Master of Arts in Counseling Psychology Program

Dr. Mayerchak teaches Practicum Seminar, Domestic Violence and Child Abuse Assessment, and Counseling Skills I. Dr. Mayerchak has worked with a variety of clinical issues and populations, and has expertise working with eating disorders, developmentally disabled adolescents/adults, major mental illness, trauma and vicarious trauma, and particularly enjoys working with young children and adolescents.

Carole McKindley-Alvarez, PsyD
The Wright Institute
Faculty, Clinical Psychology Program

Dr. McKindley-Alvarez received her doctorate in Clinical Psychology in 2003 from The Wright Institute in Berkeley, California. Dr. McKindley-Alvarez is an advocate for social change. She is committed to utilizing her skills and knowledge to address family, community and gender violence. Over the course of more than two decades in social service, Dr. McKindley-Alvarez developed a wealth of expertise, in both administration and clinical experience. Dr. McKindley-Alvarez served as the Vice President and Senior Administrator of Clinical Care and Program

Services at Lincoln Child Center in Oakland. She served as both Health Services Director and as consultant at Davis Street Family Resource Center in San Leandro, and she was Director of Programs (Adolescent and Adult Services) at Men Overcoming Violence (MOVE), in San Francisco. Currently she is affiliated with Family Service Agency of San Francisco where she is assisting in the development of effective strategies to enhance service delivery and strengthen the infrastructure. Dr. McKindley-Alvarez has a passion for teaching. She has been a professor at Contra Costa Community College and St. Mary's College. As a faculty member at Argosy University, San Francisco Bay Area, she has a strong commitment to the development of competent students.

Robert Mince, MS

California State University, Hayward

Adjunct Faculty, BA Psychology, Counseling Psychology

Robert Mince is a counselor for at-risk students, an adjunct faculty member at Argosy University, San Francisco Bay Area, and a doctoral student at Argosy University, San Francisco Bay Area. Mr. Mince additionally holds a Certificate in Gestalt Art Therapy from the Gestalt Institute of San Francisco and has hosted six Gestalt Art workshops in San Francisco. He maintains an art therapy practice focusing on somatic awareness and creative self-discovery. He participated in three annual art therapy seminars with Joseph Zinker. Mr. Mince teaches the following undergraduate courses: Human Sexuality; Cognition and Learning; Physiological Psychology; and Counseling Theories. Mr. Mince also teaches graduate level Social and Cultural Foundations of Psychotherapy, Domestic Violence/Child Abuse; Maladaptive Behavior and Psychopathology; and Human Sexuality.

Andrea Morrison, PhD

University of California, Berkeley

Faculty, Clinical Psychology

Dr. Andrea Morrison earned her degree in Personality Development at the University of California, Berkeley. She is a licensed clinical psychologist and has a small private clinical practice. Dr. Morrison is very active in both regional and professional accreditation activities. She is currently a member of the American Psychological Association's Committee on Accreditation. Dr. Morrison is a consulting editor for the *Journal of Professional Psychology*. She is interested in a wide range of developmental and educational issues and in psychoanalytic theory. Dr. Morrison is past President of the National Council of Schools and Programs of Professional Psychology and is past-chair of the California Psychology Internship Council. In addition to serving as a faculty member in the Clinical Psychology program at Argosy University, San Francisco Bay Area, Dr. Morrison is the Associate Dean of Clinical Training for Argosy University's College of Psychology and Behavioral Science

Romana Norton, PhD

University of Wisconsin at Madison

Faculty, Counseling Psychology

Dr. Norton specializes in cross-cultural psychology. Her research interests include identity development, particularly, multiracial identity development, cross-cultural supervision, and multicultural counseling competency. Her work in the area of multicultural psychology dates back approximately 12 years. She has served on a community mental health diversity task force, helped develop the first conference on multiracial/multicultural theory and practice issues in the state of Wisconsin, and has been invited to present on multiracial and multicultural issues by a number of colleges, universities, conferences, and associations. She has co-authored several scholarly chapters and articles on multicultural issues. Dr. Norton is currently the secretary of CPA Division 7 (Public Interest), Chair of the Sacramento Valley Psychological Association's Diversity Affairs Committee, and a member of APA's Division 45 (Ethnic Minority Issues) Membership Committee.

Naomi O’Keefe, PhD

California Institute of Integral Studies

Adjunct Faculty, Clinical Psychology and Counseling Psychology

Dr. O’Keefe obtained her doctorate in clinical psychology from the California Institute of Integral Studies in San Francisco, California. She is an Adjunct Professor teaching in the Doctor of Education in Counseling Psychology, and the Doctor of Psychology in Clinical Psychology programs at Argosy University, San Francisco Bay Area. She specializes in teaching group psychotherapy, Human Sexuality and the Treatment of Sexual Dysfunctions, and Clinical Hypnotherapy. She maintains a private practice in San Francisco with a specialty in treating issues of relationship, intimacy, and sexuality and sexual dysfunction.

Jennifer Persing, PsyD

California School of Professional Psychology

Acting Clinical Director Training Director (Clinical Psychology programs)

Dr. Persing is a licensed clinical psychologist and is currently core faculty of the Bachelor of Arts in Psychology degree completion program at Argosy University, San Francisco Bay Area. Dr. Persing previously was a clinical staff member at Cross Winds Counseling Center where she specialized in trauma treatment, couples therapy and spiritual integration work. Dr. Persing previously provided psychological services for St. Mary’s College, University of San Francisco and Center for Special Problems. Dr. Persing has been teaching psychology at the undergraduate and graduate level for many years. Her broad teaching and research interests include social and gender psychology, law and ethics, trauma treatment and the integration of spirituality and psychology. Dr. Persing also serves as the Acting Clinical Director of Training for the graduate clinical psychology programs.

Portia Polner, PhD

Union for Experimenting Colleges and Universities

Adjunct Faculty, Counseling Psychology

Dr. Polner is a licensed Psychologist trained in Clinical and Community Psychology. She practices in Pleasant Hill and Berkeley, California treating adults, adolescents and latency age children utilizing Cognitive-Behavioral and Family Systems therapies. Dr. Polner specializes in the evaluation and treatment of employment psychiatric stress patients as a Workers’ Compensation Qualified Medical Evaluator. For the past 10 years she has served as Adjunct Faculty at The Wright Institute providing community based supervision to doctoral practicum students. Dr. Polner previously taught undergraduate, masters and doctoral students at the Center for Psychological Studies, Rosebridge Graduate School of Integrative Psychology, the University of San Francisco, and San Francisco State University. Her professional experience providing community based mental health services began in the early 1980s as Clinical Director of the Family Services Agency of San Mateo County overseeing countywide child abuse treatment programs. Later as the Executive Director of the Mental Health Association of Contra Costa County, she established the county’s first Self-Help Clearinghouse, and provided mental health advocacy for the Serious and Persistently Mentally Ill. For close to five years she served as the Partial Hospital and outpatient Clinical Supervisor at the Hume Center in Concord. Her research specialty is women in non-traditional work. She has taught at Argosy University, San Francisco Bay Area since 2006 and recently chaired a doctoral dissertation committee.

Lou Rappaport, PhD

Boston College

Program Chair, Counseling Psychology and Forensic Psychology Programs

At Northeastern University in Boston, he was coordinator of two graduate programs during which time he co-authored “Working with Families: an Introduction to Family Therapy”, published by Brooks/Cole in 1980. Since moving to the Bay Area in 1982, Dr. Rappaport has maintained a private practice specializing in the utilization of cognitive therapy for the treatment of behavior disorders. From 1993 to 2001, Dr. Rappaport was Chief of the Psychology Division at Marin General Hospital. He has lectured widely and given numerous presentations and seminars in the United States and in France. Currently, he is collaborating with Dr. Bernard Waysfeld of Hôpital St. Michel in Paris on a book on the treatment of eating disorders, and with Dr. Waysfeld he has just had published *Les psychothérapies cognitivo-comportementales en nutrition : intérêts et limites*. His special interest is the integration of psychodynamic therapy and cognitive therapy within a family/systems orientation.

Deanna Reardon, PhD
The Wright Institute
Faculty, Clinical Psychology

Dr. Reardon is a clinical psychologist and a graduate of the Wright Institute in Berkeley, California. She maintains a private practice in Oakland, California working with children, adolescents and adults in primarily long term psychoanalytic therapy. Dr. Reardon is also the assistant clinical director at the Community Institute for Psychotherapy where she supervises interns and directs the training program. At the Argosy University, San Francisco Bay Area she teaches practicum seminars, psychodynamic theory, child and adult psychopathology and supervision and consultation. Theoretically she is interested in contemporary psychoanalysis.

Neil Ross, MA
National University of California
Faculty, Forensic Psychology

Mr. Ross worked in community mental health, private practice, teaching and research for over 40 years. He trained in community psychiatry and psychotherapy at Langley Porter Institute (UCSF), Mt Zion Hospital, and San Francisco Community Mental Health. He was advanced to candidacy in the doctoral program in Criminology at the University of California, Berkeley. His clinical, teaching and research specializations are in urban sociology and diversity, addictions, human sexuality and gender, adolescence and youth, forensic psychology and mental health (particularly perpetrators and victims of violence), life transitions, and group psychotherapy.

Pat Shelton, MFT, PhD
American School of Professional Psychology
Adjunct Faculty, Counseling Psychology

Dr. Shelton was an associate editor of the journal, *Family Therapy* for 11 years. She uses an integrative relational psychodynamic approach with individuals and couples in private practice in Marin County; an area of specialization is treating infidelity. Dr. Shelton is the psychodynamic consultant for the Substance Abuse Recovery program at the Family Service Agency of Marin, and is a frequent presenter on diverse clinical issues for agencies and professional groups. She is a past-president of Marin-California Association of Marriage and Family Therapists (CAMFT) and was its "Leader of the Year" in 2000. As a program administrator and recreation therapist, Dr. Shelton worked in both in-patient and out-patient settings with mentally ill, aged, and physically disabled people. Committed to increasing access to quality healthcare for uninsured children and families, she served as Chair of the Board of the Marin Community Clinic (a primary care facility) for two terms. and Consultation, as well as Professionalization Groups and Practicum Seminars.

Alison Steiner, PhD
The Wright Institute
Faculty, Clinical Psychology

Alison Steiner is a licensed psychologist who earned her degree in Clinical Psychology from The Wright Institute in Berkeley, California. She is a Clinical Supervisor at a Bay Area Community Mental Health Clinic where she works with adults, children and families and supervises doctoral students in outpatient clinic and school based training programs. She is also an associate member of a group practice in Berkeley, California where she provides clinical supervision and has a private practice. Dr. Steiner has extensive experience facilitating men's domestic violence groups, and currently provides training and supervision for facilitators. She has also created curricula and provided training for facilitators of Domestic Violence, Anger Management and Parenting classes. At Argosy, Dr. Steiner teaches courses in Lifespan Development, Group Psychotherapy, Supervision

Lizzie Stevenson, MS, MFT
Dominican University of California
Adjunct Faculty, Bachelor of Arts in Psychology

Ms. Stevenson is a practicing Substance Abuse Counselor, with a particular focus on and knowledge of the effect of drugs and alcohol on family systems and adolescent development. She provides counseling, case management and crisis intervention services to public high school students and through a Community Counseling Clinic. In addition, she provides a broad spectrum of mental health services to at-risk communities through individual counseling, prevention and early intervention services, and group therapy. Ms. Stevenson also has extensive experience and training in the treatment and prevention of domestic violence and the impact of such violence on families and communities, and in particular women and children. Ms. Stevenson has organized and facilitated numerous community workshops on topics including substance abuse in the family and methods of behavioral modification for children, parent and schools.

Arinn Testa, PsyD
The Wright Institute
Adjunct Faculty, Counseling Psychology and Forensic Psychology

For several years, Dr. Testa worked as a Forensic Psychologist for the Marin County Sheriff's Department fulfilling a research grant awarded by the California Board of Corrections. Her extensive work with forensic populations with its emphasis on rapid treatment results, such as the excessive use of pharmaceuticals, inspired her exploration into the use of holistic alternatives in therapy. Consequently, Dr. Testa is a certified Doula and Holistic Health Practitioner and recently returned from volunteering with midwives in Central America. She assisted in the creation of a foundation that supports the Children's Crisis Center in Modesto, California, where she provides pro-bono consultation with families and staff on Clinical and Assessment dimensions. Other areas of specialty that Dr. Testa enjoys are Neuropsychology, Spirituality and Human Sexuality. She is currently developing a private practice in San Francisco and is particularly influenced by Jungian, Gestalt and Existential Psychotherapies.

Martha P. Wilson, PhD
Center for Psychological Studies-Berkeley
Adjunct Faculty, Counseling Psychology and Forensic Psychology

Dr. Wilson is both a forensic sociologist and a forensic psychologist with 30 years of experience working with criminal justice populations in a variety of capacities. Dr. Wilson is the Forensic Liaison for the Contra Costa County Detention System assisting the courts with the development of treatment sentencing and appropriate placement for chronically mentally ill offenders. For four years, Dr. Wilson was the Clinical Coordinator for the Contra Costa County Conditional Release Program assisting mentally ill offenders with their recovery and integration into the community. As the founder and director of Wilson Associates, a social policy and research concern, Dr. Wilson specializes in substance abuse treatment, homelessness, mental health and longitudinal follow-up with multicultural populations. Dr. Wilson routinely consults for the Substance Abuse and Mental Health Services Administration (SAMHSA) and Center for Substance Abuse Treatment (CSAT), under the National Institutes for Health, providing technical assistance for federally funded substance abuse treatment projects throughout the country.

Carl O. Word, PhD
Princeton University
Faculty, Clinical Psychology Program

A native of San Francisco, Dr. Word is a social psychologist. His research interests include sexuality, substance abuse prevention and treatment, and the epidemiology of HIV/AIDS. He has been on the faculty at several psychology graduate schools as well as the University of California Medical School in San Francisco. An editor of the *Journal of Black Psychology*, he publishes regularly in scholarly journals, such as the *New England Journal of Medicine*, the *American Journal of Alcohol and Drug Abuse*, *Sexually Transmitted Diseases*, and the *Journal of Drug Issues*.

COLLEGE OF BUSINESS

Shaun Aghili, DBA, CFP™, CMA, CFE
Argosy University, San Francisco Bay Area
Program Chair

Dr. Shaun Aghili holds a doctorate degree in Business Administration, and a master's degree in Financial Planning and Investment Management. Dr. Aghili is also a *Certified Financial Planner (CFP) licensee*, a *Certified Management Accountant (CMA)*, a *Certified Fraud Examiner (CFE)*, and a certified *Lean Six Sigma* black belt.

In addition to his teaching and consulting activities, Dr. Aghili has served as a business and finance course development subject matter expert for several colleges and universities. Currently, Dr. Aghili developed the new MBA Fraud Examination concentration at Argosy University. He is also the managing principal of Aghili Consulting Group. As a licensed California real estate broker and an organizational consultant, Dr. Aghili has conducted numerous California Department of Real Estate (CAL DRE) training programs and internal audits for California based mortgage wholesalers. Dr. Aghili continues to expand his compliance and fraud investigation knowledge base by attending numerous continuing education seminars every year. He is a member of the Project Management Institute, The Institute of Management Accountants, The Association of Certified Fraud Examiner and the Institute of Internal Auditors. Dr. Aghili is the author of two personal finance books and over 50 consumer oriented articles.

Andrea Crestan, PhD
Lumière Lyon 2 University
Faculty

Dr. Crestan holds a Doctorate in Supply Chain Management from the Lumière Lyon 2 University (France). She has been working, within the framework of her faculty research and management consulting activity, on divers supply chain projects. Dr. Crestan has served as an adjunct business and management instructor for two French Universities (Lumière Lyon 2 University; St. Etienne School of Management) and has conducted professional seminars for companies and business associations, including the Supply Chain Council (European Chapter) and BearingPoint Consulting. Dr. Crestan is the author of various articles and book chapter and has spoken at international conferences on Supply Chain Management related subjects. Her current research interests include Supply Chain Management (SCM), process modeling and reengineering (BPR) in the context of outsourcing, and organizational development and change.

Jong H. Lee, DBA, CPA
Argosy University, San Francisco Bay Area Campus
Adjunct Faculty

Dr. Lee graduated from Sonoma State University in 1971 with a Bachelor of Arts in Management and subsequently awarded a Master in Business Administration with a specialization in Taxation from Golden Gate University in 1975. He became a Certified Public Accountant in the same year. Dr. Lee received his Doctorate in Business Administration with a concentration in Organizational Management in 2007 from Argosy University, San Francisco Bay Area Campus. He started his private accounting practice in 1977 after performing managerial positions with local and regional accounting firms. In 1976, Dr. Lee was honored by United States President Jimmy Carter for his accomplishments as the founder of a public accounting firm. Dr. Lee has served as an expert witness in the area of multi-employer benefit funds in several court cases. He has audited more than 4,000 construction companies in his professional career.

Donna M. Schaeffer, PhD
Claremont Graduate University
Adjunct Faculty

Dr. Schaeffer received her PhD from the Peter Drucker Center of Claremont Graduate University, and is an alumna of Florida International University and the World Bank Institute. She has taught ethics, leadership, and technology courses at universities in the United States, Germany, and Korea. She has won awards for outstanding teaching three times in her academic career.

Her managerial and professional career has primarily been dedicated information technology projects. Dr. Schaeffer is a participant on the Internet Advisory Caucus for the United States Congress and a member of the Business Advisory Forum of the United Nations. Additionally, she has held leadership positions in universities and worked on technical projects for Cisco, NASA, and the United States Small Business Administration.

Dr. Schaeffer has published over 35 articles and book chapters. She is a member of, and has held leadership positions, in several professional computing and civic associations including the Communications Society, Academy of Management, American Association of University Professors, Alliance of Women in Technology, Decision Sciences Institute, Commonwealth Club, and World Affairs Council.

COLLEGE OF EDUCATION

Susan Artis, EdD

University of San Francisco

Adjunct Faculty

Dr. Artis received her Doctor of Education in Organization and Leadership from the University of San Francisco. She received both her Bachelor of Arts in Liberal Studies and her Master of Arts in Education from California Polytechnic State University in San Luis Obispo. Currently, Dr. Artis serves as a bilingual/bicultural educator for the San Rafael City Schools, the San Mateo/Foster City School District, and Colegia Hispano-Norteamericano in Valencia Spain. She has also received the Golden Bell distinction award as outstanding teacher of the year in Marin County and was recently voted Professor of the Year by Argosy University, San Francisco Bay Area Education students.

Benjamin Baab, EdD

University of San Francisco

Adjunct Faculty

Continually intrigued by the potential for applying computer technology to help achieve instructional goals, Dr. Baab's research and academic interests include learning theory and instructional design for a wide variety of disciplines, especially mathematics and statistics. His professional experience includes 15 years providing leadership and support for all facets of information technology in a higher education setting. More recently, he has managed the development of the Professor Teaches/Individual Training lines of computer-based tutorial software for Individual Software, Inc. He has also consulted on numerous research projects. Among the courses Dr. Baab teaches are Research in Education, Instructional Technology, Information Systems in Education, Technology Planning and Management, Professional Development, and Educational Statistics.

Barbara Cole, PhD

University of Oregon

Acting Program Chair

Dr. Cole has taught graduate and undergraduate courses for universities in the United States, China, Pakistan and Ecuador, following a career in education and business. In addition to managing and marketing statewide assessment programs nationally as well as founding their composition Evaluation Center for a major testing company, Dr. Cole has been President of the National Credential Clearinghouse which specialized in providing credential licensing and assessment information to organizations and individuals. Her consulting work has included Human Resource Management in start-up companies, providing workshops on Leadership, Team Building, Sales Training and Change Agent Development and New Business Development.

Scott Griffith, EdD

University of San Francisco, Organization and Leadership

Adjunct Faculty

Dr. Griffith comes to the Argosy University, San Francisco Bay Area with a wealth of experience as Dean of the Engineering Technology Center at American River College and as a former CEO of the Northern California Center for Rehabilitation and Westworld Healthcare. He is a member of the American Society of Engineering Educators and is on the governing board of the California Engineering and Technology Alliance, among others.

JoAnn Hammer, EdD
University of Southern California, Policy Analysis Curriculum and Instruction
Adjunct Faculty

Dr. Hammer has been a principal, project coordinator and superintendent. She belongs to the San Juan Administrators Association and the Association of California State Administrators and is engaged in multiple consulting projects in the United States and internationally.

Keyes Kelly, EdD
University of the Pacific
Full-time Faculty and Coordinator Credential Program

Dr. Kelly earned his doctorate at the University of the Pacific in Stockton, California. He formerly served as program chair for the education programs at Argosy University, Washington DC. His areas of specialty include Educational Administration, Curriculum & Instruction, Social Foundations, and the training of K-12 Teachers and Site/District School Administrators. In addition, he has done extensive work in the areas of Instructional Planning (where he has published "Instructional Planning Lesson Plans Used As Authentic Assessment Instruments" and given US and European conference presentations), and Classroom Management Policies and Techniques. Dr. Kelly holds 3 degrees and 2 California State Credentials and passed the Language Development Specialist (LDS) State exam. With over 40 years in education, Dr. Kelly has taught 4th grade through the university graduate level and his administrative experience includes serving as an extra-curricular director; vice-principal; principal; and assistant superintendent. Further, he has founded 5 private schools, served as an Active Reserve Police Officer (academy trained); a scorer for the California Reading Instruction Competency Assessment (RICA) Exam, and a consultant for the Federal Department of Education. Dr. Kelly is a Teaching Performance Assessment (TPA) Trained Certified Assessor and a Board Institutional Reviewer for the California Commission on Teacher Credentialing.

Carolyn McKennan, EdD
University Southern California, Educational Policy, Planning, and Administration
Adjunct Faculty

Dr. McKennan is an educational consultant. During her 38 years in public schools she served as superintendent, associate superintendent, assistant superintendent, director of curriculum and instruction and staff development. She brings extensive experience in leadership, as well as the development of curriculum based on state standards that align the written, taught and assessed curriculum.

James M. Mitchell, PhD
University of Minnesota, Minneapolis
Adjunct Faculty

Dr. Mitchell teaches a variety of educational classes, including those focusing on research, both quantitative and qualitative methods. His extensive educational management experience includes serving as chair of a teacher education program at another institution and managing numerous short and long term educational projects as well as publishing extensively from his research efforts.

Jacob Ng, EdD
Oregon State University
Faculty

Dr. Ng's experience at the national and international level in both instruction and administration is extensive. Serving on policy advisory committees, the executive cabinet and on district strategic planning committees has allowed him to work closely with college presidents, administrators and faculty and staff to develop and implement policies and strategies. His multi-language skills support the organization's efforts to increase in understanding of multi-cultural issues facing learners today. Dr. Ng teaches courses in the Doctor of Education in Community College Executive Leadership program.

Judith Pairan, EdD
University of San Francisco, Organization and Leadership
Adjunct Faculty

Dr. Pairan teaches at our Sacramento Cohort and has experience in organizational communication, school management and technology, educational governance and politics and supervision of instruction. She has given presentations throughout the country on such topics as E-coaching and faculty evaluations; continuous improvement; recruitment and retention of educational administrators; the stress factor and total equality and systems design; effects upon academic success.

Barbara Ray, EdD
University of the Pacific
Faculty

For over four years, Dr. Ray has served as a consultant for the State of California, Department of Education in Sacramento, where she works with school districts and county education offices to ensure they remain in compliance with state and federal law. Previously Dr. Ray has served as full time faculty for California State University- Fresno, and National University. Dr. Ray is also the founder of Education Change Management Incorporated (ECMI). ECMI is a non-profit organization that is dedicated to serving students in local school district with after school programs. Dr Ray has experience as a classroom teacher, a school counselor, and as a principal.

Ammar Saheli, EdD
University of San Francisco
Faculty

Dr. Saheli's extensive experience as a senior administrator in California urban high schools allows him to understand and support new teachers and administrators connecting educational theory with the every day activities of management. He is the winner of the 2008 statewide Association of California School Administrator's Secondary Co-Administrator Award of the Year.

Donna Sonnenberg, EdD
University of LaVerne, Organizational Leadership
Adjunct Faculty

Dr. Sonnenberg's experience is broad and includes guiding and supporting Social Studies and Science teachers with technology and media needs to overseeing various district projects and activities. This comes after extensive experience as both a high school and elementary school principal which allows her to be keenly aware of new teacher needs.

Nina Suzara, EdD
University of San Francisco
Adjunct Faculty

Nina Suzara is an educator whose interest and focus of study include International Multicultural Education and Organization and Leadership. Under these two umbrellas, she teaches Bilingualism, Philosophy of Education, Gender and Diversity Issues in the Work World, Cultures of Organizations, Management Theories and Practice, and Dharmic Leadership. Having two areas of research, Education and Organization & Leadership, she believes that both fields can learn and "borrow" from each other. Dr. Suzara believes that the goal of education is to build character and that teachers are the models before the student's eyes. She has a doctoral degree in Education from the University of San Francisco, a master's degree in Education from Loyola University, Chicago, a master's degree in Business Administration from Ateneo University and Bachelor's of Science degree in Medical Technology from the University of Santo Tomas. Dr. Suzara is a founder/owner of an educational consulting company. Her administrative experience includes Dean of Instruction, School Director, Curriculum Coordinator and Externship Coordinator. Presently Dr. Suzara is also a Health Education Instructor teaching Cognitive-Behavioral Model for management of stress and stress-related illness.

APPENDIX II

CAMPUS DIRECTORY

Campus Phone Number 510-217 + extension listed below

FACULTY AND STAFF

NAME		POSITION	EXTENSION
Aghili	Shaun	Business, -Program Chair	4736
TBA		Business Manager	4728
Armstead	Nikki	Administrative Assistant-Counseling Psychology	4740
Ato	Gladys	Undergraduate Psychology Program Chair	4752
Bassi	Virginia	Faculty, -Clinical Psychology	4756
Bennett	Virginia	Faculty, Counseling Psychology	4741
Bundy	Lewis	Student Services Director	4716
Chapman	Russell	Faculty, Counseling Psychology	4827
Chisholm	Konami	Registrar	4717
Cole	Barbara	Faculty, Education	4737
Franklin	Lesleigh	Faculty, Counseling Psychology	4743
Griffith	Julie	Library Director	4798
Guzzo	Susan	Faculty, Counseling Psychology	4744
Harris	Emily	Faculty, Clinical Psychology	4757
Hepworth	Julie	Faculty, Counseling Psychology	4746
Herget	Mary	Intensive/Faculty, -Clinical Psychology	4758
Jacobs	Tina	Admissions	4704
Jones	Peggy	Faculty, Bachelor of Arts in Psychology	4785
Kelly	Keyes	Program Chair, Education	4765
Klimo	Jon	Faculty, -Clinical Psychology	4759
Lespier	Mary	Credential Analyst, Education	4766
Logie	Hope	Office Manager	4730
Lytle	Polly	Program Chair, Clinical Psychology	4754
MacBride	Bonnie	Faculty, Counseling Psychology	4748
Magluyan	Elizabeth	Admissions	4708
Martarella	Heather	Director of Counseling Training	4745
Martinez	Crystal	New Student Coordinator	4718
McKindley-Alvarez	Carole	Faculty, Clinical Psychology	4760
Mones	Erica	Administrative Assistant. - Counseling Psychology Training	4742
Moorhead	Ann	Administrative Assistant-Clinical Psychology	4761
Morrison	Andrea	Faculty,-Clinical Psychology	4765
Mott	Japhia	Admissions	4703
Norton	Romana	Faculty, Counseling Psychology	4747
Palumbo	Mara	Associate Director of Financial Services	4719
Persing	Jen	Director, Clinical Training	4753
Preston	Cherise	Admissions Coordinator	4702

Rappaport	Lou	Program Chair, Counseling Psychology	4739
Reardon	Deanna	Faculty-Clinical Psychology	4762
Rougeau	Tiwonnia	Admissions Administrative Assistant	4700
Ross	Neil	Faculty, Counseling Psychology	4749
Sansing	Lucille	Campus President	4727
Sims	Andrea	Financial Aid/International Student Advisor	4720
Simpson	Dee	Student Retention Coordinator	4767
Steiner	Alison	Faculty,-Clinical Psychology	4763
Stofan	John	Director of Admissions	4701
Sundin	Kelly	Assistant Librarian	4799
Testa	Arinn	Faculty, Counseling Psychology	4750
Torres	Reena	Admissions	4706
Gomas	Courtney	Library Assistant	4796
Turnipseed	Lisa	Admissions	4707
Ward	Patricia	Librarian	4793
Warith	Sophia	Human Resources Manager	4729
Word	Carl	Faculty,-Clinical Psychology	4764

GENERAL INFORMATION

Conference Room	4786
Computer Lab	4787
Faculty/Staff Lounge	4790
Intensive Lab	4788
Library Circulation Desk	4794 and 4795
Library Work Room	4797
Student Lounge	4789
Student Services--MAIN	4791

APPENDIX III

CAMPUS ACADEMIC AND HOLIDAY CALENDAR

FALL TERM 2008

Labor Day Campus Closed Monday 9/1/08

Fall Term/Session I Begins 9/2/08

Last day to Add an **Online** Fall Session I Course 9/3/08

Last day to Add an **Online** Fall Full Term (15 week) Course 9/5/08

Last day to log into **Online** Fall Session I Course 9/6/08

Deadline to drop Fall Session I: 7.5 week courses with a 100% Refund 9/9/08

Last day to log into **Online** Fall Full Term (15 week) Course 9/11/08

Deadline to drop Fall 15 week courses with a 100% Refund 9/12/08

Spring 2009 Registration Priority Week 10/6/08 - 10/10/08

Deadline to drop Fall Session I: 7.5 week courses with a "W" 10/6/08

Spring 2009 Late Registration Deadline 10/20/08

Fall Session I Ends 10/22/08

Fall Session II Begins 10/23/08

Last day to Add an **Online** Fall Session II Course 10/24/08

Last day to log into **Online** Fall Session II Course 10/27/08

Deadline to drop Fall Session II: 7.5 week courses with a 100% Refund 10/31/08

Graduation 10/19/08

Deadline to drop Fall 15 week courses with a "W" 11/7/08

Deadline to drop Fall Session II: 7.5 week courses with a "W" 11/25/08

Thanksgiving Campus Closed Thursday 11/27/08

Day after Thanksgiving Campus Closed Friday 11/28/08

Fall Term/Session II Ends 12/13/08

Christmas Day Campus Closed Thursday 12/25/08

Day after Christmas Campus Closed Friday 12/26/08

New Year's Day Campus Closed Thursday 1/1/09

Day after New Year's Campus Closed Friday 1/2/09

SPRING TERM 2009

Spring Term/ Session I Begins		1/10/09
Last day to Add an Online Spring Session I Course		1/13/09
Last day to Add an Online Spring Full Term (15 week) Course		1/18/09
Last day to log into Online Spring Session I Course		1/18/09
Deadline to drop Spring Session I: 7.5 week courses with a 100% Refund		1/17/09
Martin Luther King Day Campus Closed	Monday	1/19/09
Last day to log into Online Spring Full Term (15 week) Course		1/23/09
Deadline to drop Spring 15 week courses with a 100% Refund		1/23/09
Summer 2009 Registration Priority Week		2/16/09 – 2/20/09
Deadline to drop Spring Session I: 7.5 week courses with a “W”		2/13/09
President’s Day Campus Closed	Monday	2/16/09
Summer 2009 Late Registration Deadline		3/2/09
Spring Session I Ends		3/2/09
Spring Session II Begins		3/3/09
Last day to Add an Online Spring Session II Course		3/6/09
Last day to log into Online Spring Session II Course		3/9/09
Deadline to drop Spring Session II: 7.5 week courses with a 100% Refund		3/10/09
Deadline to drop Spring 15 week courses with a “W”		3/18/09
Deadline to drop Spring Session II: 7.5 week courses with a “W”		4/6/09
Good Friday Campus Closed	Friday	4/10/09
Spring Term/Session II Ends		4/23/09

SUMMER TERM 2009

Summer Term/ Session I Begins		5/9/09
Last day to Add an Online Summer Session I Course		5/12/09
Last day to log into Online Summer Session I Course		5/15/09
Last day to Add an Online Summer Full Term (15 week) Course		5/15/09
Deadline to drop Summer Session I: 7.5 week courses with a 100% Refund		5/16/09
Last day to log into Online Summer Full Term (15 week) Course		5/20/09
Deadline to drop Summer 15 week courses with a 100% Refund		5/22/09
Memorial Day Campus Closed	Monday	5/25/09
Deadline to drop Summer Session I: 7.5 week courses with a “W”		6/11/09
Summer Session I Ends		6/29/09
Summer Session II Begins		6/30/09
Independence Day Campus Closed	Saturday	7/4/09
Last day to Add an Online Summer Session II Course		7/3/09
Last day to log into Online Summer Session II Course		7/7/09
Deadline to drop Summer Session II: 7.5 week courses with a 100% Refund		7/7/09
Deadline to drop Summer 15 week courses with a “W”		7/14/09
Deadline to drop Summer Session II: 7.5 week courses with a “W”		8/3/09
Summer Term/Session II Ends		8/20/09