



ADLER
SCHOOL of Professional
Psychology

Student Handbook

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WELCOME TO ADLER SCHOOL OF PROFESSIONAL PSYCHOLOGY!

The **Adler School Student Handbook** and the **Adler School Catalog** provide students with important information and serves as a reference to guide students through some of the policies and procedures of the Adler School. The most current version of the **School Catalog** and **Student Handbook** can be found online at www.adler.edu. The **Adler School Student Handbook** is supplemented by other handbooks and documents covering topics such as practicum, the doctoral internship, the doctoral dissertation, the masters' thesis, and the doctoral clinical qualifying examination, and etc.

This **Adler School Student Handbook** is meant as a guide only and does not serve as a contract between the Adler School and its students. The Adler School reserves the right to alter its policies, procedures, curriculum, and so on at any time, with or without advance notice, and to apply changes to current and future students alike.

Adler School's Mission

The Adler School of Professional Psychology is an institution of higher education committed to advancing the values and theories of Alfred Adler within the context of professional psychology. To this end, the School's mission is to provide quality professional education, psychological services, community services, and research, anticipating and responding to the constant and changing needs of students, the profession of psychology, the community, and society. The values held by the Adler School as relevant to its mission, include the following:

- The broad application of the philosophy, principles, and techniques of Alfred Adler in particular and psychology in general to mental health, medicine, education, business and industry, and other related areas of social need;
- The preparation of students who have the academic ability, capacity for independent judgment and creative thought, educational preparation, emotional stability, maturity, ethical standards, motivation, personal integrity, and human values for a life of professional competency and service to their families, communities, profession, and society;
- The inclusion of nontraditional learners, returning students, change-of career students, women, and persons of minority heritage in its programs;
- The promotion of excellence in faculty, administration, staff, learning resources and facilities, and support services to foster the academic, research, social, cultural, and clinical interests of students and clients;
- The importance of quality in graduate-level education, clinical training, research, educational publications, and learning materials;
- The expansion of knowledge and enhancement of growth, skill development, and values through instruction, role-modeling, demonstration, publication, and community service for professional persons;
- The commitment to lifelong learning, personal and professional development, scholarship, social interest, human equality, the worth and dignity of the individual, cooperation, and optimism as embodied in the philosophy of Alfred Adler;
- The commitment to public service through educational programs, psychological services, consulting, and other activities which contribute to the mental, emotional, and social well-

being of individuals, groups, and communities;

- The encouragement of professional and civic service by faculty, staff, board members, students, and graduates;
- The development and distribution of educational materials unique to the field of Adlerian psychology and related areas for psychologists, counselors, parents, clergy, teachers, businesses, educational institutions, and other individuals and organizations.

Social Responsibility

The Adler School of Professional Psychology mission and vision emphasize the critical need to educate and train socially responsible graduates. This commitment builds upon the work of the first community psychologist, Alfred Adler. Because of the centrality of this commitment to the mission of the school, socially responsible practice has been adopted as a required competency in all degree programs. The attainment of this competency is achieved through a combination of practical training and coursework. The practical training is provided by means of the community service practicum in the first year of most program curricula. This distinctive feature of the Adler School programs enables students to receive an early exposure to the range of problems impacting the communities in which they and future clients live. Academic training includes preparation by means of grounding in theories and research on the impact on broader structural and systemic factors on human well-being and training in methods designed to impact social policies, address community issues and solve social problems. Thus, in addition to training students to work with individual clients in traditional service settings, the Adler School provides students with knowledge and skills that will enable them to expand the practice of psychology into new settings where they are much needed.

The faculty of the School has adopted the following definition of socially responsible graduate:

Socially responsible practitioners possess knowledge, skills, and attitudes that allow them to:

- Understand the role of social context in conditioning physical and behavioral health,
- Integrate this understanding into their professional practice and civic engagement, and
- Actively collaborate with others to reform social, political, and other societal structures and systems that adversely affect well-being.

The Adler Institutes for Social Change

The Adler Institutes for Social Change promote social justice through applied research, public awareness and community outreach by:

- Working in partnership with local governments and agencies in policy-making;
- Training with agencies toward building greater capacities for meeting the needs of the underserved and disenfranchised; and
- Designing ways to mobilize resources and bring stakeholders together to focus their common interests on the well-being of people in our communities.
- The creation of the Institutes is borne from the fundamental belief that psychology's greatest benefits occur when our profession is practiced in collaboration with others in the community.

Accreditation & Approvals

- The Adler School of Professional Psychology holds various accreditations, approvals, recognitions, and memberships, including the following.
- The School has been continuously accredited since 1978 by the North Central Association of Colleges and Schools' Higher Learning Commission. The Commission can be contacted at NCA-HLC, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440, web site: www.ncacihe.org.
- The Adler School has authority to offer courses and programs in the State of Indiana. Its programs in Indiana are regulated by the Indiana Commission on Proprietary Education, which can be contacted at: ICOPE, 302 West Washington Street, Room 201, Indianapolis, IN 46204, (800) 227-5695 (toll-free) or (317) 232-1320.
- The Adler School doctoral program in Clinical Psychology is accredited by the American Psychological Association. The APA's Committee on Accreditation can be contacted at The Office of Program Consultation and Accreditation, 750 First Street NE, Washington, D.C. 20002, web site: www.apa.org. 1-800-374-2721, 202-336-5500
- The Doctoral Program in Clinical Psychology is listed as a Designated Doctoral Program in Psychology by the National Register of Health Service Providers in Psychology.
- The Adler School Substance Abuse Counseling Program is approved by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA) as an advanced counselor training program.
- The Adler School's Master of Arts in Counseling Psychology: Art Therapy is approved by the American Art Therapy Association, Inc. (AATA).
- The Adler School's Master of Arts in Counseling Psychology, Vancouver Campus, has ministerial consent under the authority of the Degree Quality Assessment Board (DQAB), Ministry of Advanced Education, Government of British Columbia, P.O. Box 9177, Victoria, BC, V8W 9H8, Canada.
- The Adler School's educational offerings are approved for veterans' education by the State Approving Agency for Veterans' Education.
- This school is authorized under Federal law to enroll eligible international students.

Organization & Governance

The Adler School of Professional Psychology is a private, independent, not-for-profit institution of higher education. The School is incorporated in and operates under the provisions of the State of Illinois General Not-For-Profit Corporation Act and is declared a 501(c)(3) tax-exempt organization by the U.S. Department of the Treasury, and is extra-provincially registered under the laws of British Columbia as the Adler School of Professional Psychology, and is tax-exempt.

General Policies and Procedures

Notice on Non-Discrimination

The Adler School of Professional Psychology is committed to nondiscrimination and equal opportunity in employment and education regardless of race, color, religion, sex, sexual identity, national or ethnic origin, political beliefs, disability, or veteran status or any other protected status under local, state, or federal law. The educational programs, activities, and services offered to students are administered on a nondiscriminatory basis subject to the provisions of all state and federal applicable laws. In these endeavors, the Adler School promotes nondiscrimination and equal opportunity in the student body, faculty, and staff. The Adler School provides reasonable accommodation to students on the basis of documented disability in accordance with the Americans with Disabilities Act (ADA).

The School maintains policies and procedures to support students in their academic endeavors. Policy statements regarding expectations of student behavior and procedural guidelines for resolution of problems are available online to all students and to all members of the School community at www.adler.edu. Questions, concerns, or complaints regarding the School nondiscrimination policy and practice or protection against discrimination should be directed to the Vice President of Administration and will be handled according to Adler School policies

Diversity

Celebrating the richness of human diversity is at the heart of Adler School's commitment to social responsibility and is reflected in the content of our curricula and makeup of our faculty and staff, which attracts students the world over. Apparent differences in race, ethnicity, language, religion, values, beliefs, disabilities, class, sexuality, gender, and age are implicit. All are woven into the fabric of excellence at Adler School. At every level of our organization, we invite and embrace diversity of faculty, staff, students, sponsors, trustees, vendors, and our wide range of business partners. The curricula of all programs provide the opportunity for students to acquire knowledge, skills, and values related to individual and group diversity. Field placements for clinical training are available in areas where the clientele is partly or primarily from traditionally underserved groups.

Recruitment and retention of a diverse student body is important to prepare students to enter a world in which the understanding of individual and cultural diversity is essential for peace and progress. Student organizations provide support and fellowship for members of diverse and marginalized groups. Our commitment to honoring diversity is not only a concept, it is practiced.

The Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their educational records.

Students have the following rights:

- to inspect and review educational records by requesting it in writing to the Registrar's Office,

- to request the amendment of the student's educational records that the student believes are inaccurate or misleading (Students should submit a written statement to the Registrar's Office which will be placed in their academic file. Applicants who are not admitted to the School or who do not matriculate following admission have no right of access to their submitted educational records.),
- to have some control over the disclosure of information from their education records.

Student education records will not be disclosed to anyone outside of those individuals within the Adler School educational community to whom the Act allows access, without the student's written consent, except in the case that the request qualifies within one of the legal exceptions. To release your information to a third party, please fill out a FERPA – PIPA release form online at www.adler.edu.

Directory information pertaining to students or graduates may be released to the public at the discretion of the School. Students or graduates, who prefer that their directory information be kept private, must inform the Registrar's Office in writing.

Students, who believe their privacy has been violated, have the right to file a written appeal to the Director of Student and Alumni Affairs.

Personal Information Protection Act (PIPA)

The British Columbia's Personal Information Protection Act (PIPA) sets out the rules for how private sectors and not-for-profit organizations, such as the Adler School of Professional Psychology, may collect, use, or disclose information about its students.

The Adler School of Professional Psychology collects relevant personal information about its students and has processes in place to protect the privacy of these records. Student records will not be disclosed to a third party unless the student has given written consent or the request qualifies as a legal exception. To release your information to a third party, students must complete and submit the FERPA – PIPA document release form online at www.adler.edu.

Students have access to their academic file through the Registrar's Office. Students, who wish to see the contents of their academic file, should submit written request to the Registrar's Office. The Registrar's Office can take up to 30 days to respond to the student request. Students can submit correspondence to be filed in their academic file to the Registrar's Office.

Students, who believe that their privacy rights have been violated, have the right to file a written complaint to the School Commissioner. The designated School commissioner is the Vancouver Campus Dean. The commissioner can conduct an investigation and will respond to the complaint in writing. For questions about confidentiality of records and privacy of students, please contact the Dean of the Vancouver Campus at 604-482-5510. If the concern is not resolved with the School Commissioner, students can contact the Office of the Information and Privacy Commissioner for British Columbia at info@oipc@bc.ca.

The Americans with Disabilities Act

It is the policy of the Adler School of Professional Psychology to offer reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and the BC Human Rights Code. If a student with a disability wishes to receive accommodations in order to participate in the courses, programs or activities offered by the School, the student may request

accommodations by contacting the Director of Student and Alumni Affairs. The use of these services is voluntary and confidential.

The Director of Student and Alumni Affairs will work directly with the student to develop a reasonable accommodation plan. It is the student's responsibility to present their accommodation plan to their instructor(s) in order to receive necessary accommodations.

Weapons Policy

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Adler School community. The storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus is prohibited. Propellant sprays used for personal protection and self-defense purposes are allowed. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus as long as they are carrying all necessary identification to do so, and their presence does not constitute a disruption to the learning environment. This prohibition applies to all students, employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon

Under 720 Illinois Compiled Statutes 5/21-6 a weapon is defined as including "a handgun, sawed-off shotgun, sawed-off rifle, any other firearm small enough to be concealed upon the person, semiautomatic firearm, or machine gun...any other rifle, shotgun, spring gun, other firearm, stun gun or taser as defined in paragraph (a) of Section 24-1 of this Code, knife with a blade of at least 3 inches in length, dagger, dirk, switchblade knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of like character...a bludgeon, black-jack, slingshot, sand-bag, sand-club, metal knuckles, billy or other dangerous weapon of like character."

Solicitation Policy

In the interest of maintaining a productive and non-coercive educational and work environment, the Adler School of Professional Psychology does not permit unauthorized persons to promote or sell merchandise or services door-to-door on campus or on campus floors, nor to solicit, distribute information to, or recruit its students or school personnel for any purpose whatsoever. Any group or individual not affiliated with the Adler School wishing to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services or to recruit on campus must be specifically authorized to do so by the Director of Student and Alumni Affairs. The Adler School does not allow credit card companies access to school campus under any circumstances.

A "solicitation waiver request" can be obtained through the Department of Student and Alumni Affairs for the purposes of applying for a table from which to solicit. There is a \$50.00 fee for reserving a table, which must be paid by check or cash prior to arrival on campus, and if approved, your solicitation waiver request shall be displayed at all times. This approval grants you the ability to sit at a table with two chairs for the approved time. Under no circumstances is the solicitor allowed to leave the table with the intent to approach students.

No solicitation shall interfere or conflict with the mission of the Adler School or its occupants. The Adler School reserves the right to cancel any event for violations to guidelines.

Criminal Activity While in Attendance

Criminal activity that occurs while a student is in attendance may result in disciplinary action up to and including dismissal from the program. The student has the obligation to report any criminal charges or convictions that may impact his/her ability to remain enrolled at the school to the Vice President of Academic Affairs and the Director of Student and Alumni Affairs. Failure

to disclose such information within 15 calendar days of the occurrence or event, or the submission of false or complete information at any time, including during the application process, may result in disciplinary action up to and including dismissal from the program.

Photography Release Policy

The Adler School of Professional Psychology has the irrevocable and unrestricted right and permission to take, use, reuse, publish and republish photographic portraits or pictures of all members of the Adler School community. By registering at, visiting or being employed by the Adler School of Professional Psychology you authorize the use and reproduction by the School, or anyone authorized by the School, to any photographs taken while at the Adler School, without compensation.

All negatives and positives, photographic prints, and digital photo files shall constitute the Adler School of Professional Psychology property, solely and completely. Photographs will be used by the Adler School for publications and School purposes only. All members of the Adler School waive their right to inspect or approve the products and materials. Any member of the School who does not wish to have their photograph published, should declare this in writing to the Office of Student and Alumni Affairs.

Alcohol and Drug Policy

The Adler School campuses are smoke-free. In addition, smoking is not permitted within fifteen feet of any entrances. If a local law ordinance provides greater protection for the rights of non-smokers, it shall apply.

The Adler School explicitly prohibits the unlawful possession, use, or distribution of illicit drugs by students or employees on school premises or as part of any of its activities.

Alcohol beverages may be served to and consumed by persons of legal drinking age on school premises or practicum and internship sites in conjunction with a specifically authorized function. Individuals consuming alcohol and other legal drugs should do so in a responsible manner.

Student Rights and Responsibilities

Academic Standards

Students, whose grade point average falls below a "B" (3.0) or who have received two grades of "C" or "I", or a single grade of "NC", "D", or "F," are not in good academic standing and will be referred to the Student Comprehensive Evaluation Committee or face immediate dismissal from the School. In case of a referral to the Student Comprehensive Evaluation Committee, the Committee will conduct a review of the student's records, which may include a meeting with the student, and make recommendations regarding the student's standing. Such recommendations may include, but are not limited to, a remediation plan or dismissal from the School.

Only two grades of "C" and no grades of "D", "F", or "NC" may be counted toward completion of degree requirements. A maximum of six (6) credit hours may be repeated to remediate deficient grades and, thus, qualify for graduation. Both the original course grade and the repeated course grade will be calculated in the overall GPA, and both will appear on the transcript.

Students, who receive more than any combination of six (6) credit hours of "C" or who receive a single grade of "NC", "D", "F" in any course or program requirement, are subject to immediate dismissal.

Professional Writing Skills

Students entering the field of professional psychology or counseling must demonstrate excellent communication skills in order to effectively perform their responsibilities. The ability of students to convey ideas and information effectively in writing is evaluated throughout their education and training. Students identified by an instructor or a practicum site supervisor as demonstrating deficiencies in their writing skills may be required to enroll in and successfully complete a non-credit course in professional skills writing. Notification of such requirement to a student will be made by the Office of Student and Alumni Affairs. A student notified of such a requirement must enroll for the required writing course in the following term. A student, who demonstrates continued writing deficiencies after one term of the course, may be required to enroll a second time. Students, who fail to complete the required course, will be referred for review to the Student Comprehensive Evaluation Committee.

Students, who are required to take the writing course, may petition the decision by first meeting with their faculty advisor; and then by submitting the “Basic Professional Writing Petition to Appeal Form” and by providing any supporting documentation to the Director of Student and Alumni Affairs.

Student Conduct and Comprehensive Evaluation

The School requires that students demonstrate the highest standards of academic, personal, and professional conduct. The determination of students’ performance is not limited to grades or grade point average, but includes all factors involved in students’ academic and clinical progress and professional development (e.g. cognitive, emotional, psychological, interpersonal, technical and ethical). Upon entry into the program, all Adler School students are provided with a statement regarding the ethical and moral responsibility of the Adler School to ensure that all students’ conduct meets expected professional and ethical standards at all times. This statement is derived from the recommended policy language for the comprehensive evaluation of student-trainee competence in professional psychology programs developed by the Student Competence Task Force of the Council of Chairs of Training Councils. Such comprehensive evaluation of student-trainees is necessary to protect the public and the profession.

All students are required to sign a document indicating that they have received and reviewed this statement. This signed document is retained in the student file to indicate his/her acceptance of the comprehensive evaluation policies employed by the School. In light of this policy, in addition to assigning a grade, instructors also may submit a written evaluation of students’ performance in any or all of the above areas of development and functioning, including strengths, weaknesses, and recommendations for any additional work that may be needed.

Performance in courses, practica, internship, and qualifying examinations assess a broad range of areas of competency, endorsed by professional organizations such as the American Psychological Association, the Canadian Psychological Association, and the National Council of Schools and Programs in Professional Psychology, expected of students as they progress toward their degrees. To ensure that consistent and structured evaluation of students’ performance in these areas of competency occurs throughout their education and training, the Adler School has developed the Student Learning Outcomes Assessment Program. This program is designed to provide multiple measures of students’ performance in the areas of cognitive, emotional, psychological, interpersonal, technical and ethical functioning. The conduct and performance of students in all aspects of their education and training may be used to assess their academic and clinical suitability. Performance in individual classes may not be predictive of performance in clinical training situations or on qualifying examinations.

Professional and ethical conduct is required in interactions with faculty, administrators, other students, clinical supervisors and staff members.

Students are expected to fulfill academic and clinical requirements in an ethical and honest manner. This expectation includes proper acknowledgment and appropriate use of the ideas and written works of others, submission of one's own work to fulfill course requirements, and honesty during the completion of in-class and take-home examinations. Failure to comply with the highest standards of academic integrity and conduct, including plagiarism or receiving improper assistance, will result in disciplinary action, and may lead to dismissal from the School.

A student may be subject to disciplinary action or immediate dismissal from the School, when excessive course withdrawals or class absences interfere with fulfillment of course requirements, when the student's behavior has been disruptive or is detrimental to the learning environment, when the student's physical health or emotional stability interferes with course work or clinical training, or when the student's conduct has been judged to be in violation of professional or ethical standards.

Students are expected to refrain from engaging in clinical activities, which are unethical or unlawful, those for which they are not qualified, or those for which they lack the required credentials. Students shall not maintain a private practice nor engage in rendering psychological services on either a fee or not-for-fee basis unless they are legally and professionally qualified to do so. The phrase "psychological services" is broadly defined to include psychometrics, psychotherapy, counseling, guidance, hypnosis, research, or other related activities.

Students engaged in activities which are unlawful or unethical or for which they are not qualified or lack appropriate clinical supervision are subject to dismissal from the School.

Professional psychologists and counselors have a duty of care to the public and to society. This duty makes the assessment of students' clinical competency and suitability of particular importance. The School reserves the right to take disciplinary action or dismiss a student at any time when a student's academic or clinical performance, ethical standards, attendance, financial delinquency, emotional stability, or personal conduct is significantly detrimental to the educational goals and purposes of the institution. Students who fail to meet academic or clinical requirements or who violate standards of professional, academic, or personal conduct may be referred for review by the Training Committee or Student Comprehensive Evaluation Committees or face immediate dismissal.

Students with questions as to whether a particular course of action meets the School's expectations for student conduct may receive guidance from their faculty advisor, Director of Training and Community Service or the Director of Student and Alumni Affairs.

Student Comprehensive Evaluation Committee (SCEC)

Student Comprehensive Evaluation Committee (SCEC) is a process in place to help students through their academic progress. Referral to SCEC can be for various reasons:

- a. academic standing is in jeopardy;
- b. expected performance related to academic integrity, clinical suitability or required compliance with ethical conduct require assessment and potential remediation;
- c. conduct, behavior, clinical performance, or other aspect of student performance and suitability requires review.
- d. poor academic performance or progress

Students who are referred to SCEC must participate in the process. Students who do not take part in the SCEC process or don't follow the remediation plan required by SCEC will be administratively withdrawn from the Adler School.

The student will be given a meeting date to appear before SCEC in writing by the Director of Student and Alumni Affairs (DSAA). Exceptions to this date may be made by the DSAA or by the Chair of SCEC, if extenuating circumstances warrant. In the event the student does not appear on the assigned date, SCEC will make a recommendation to the Program Director based upon the available information which may result in dismissal of the student.

As SCEC meetings do not constitute legal proceedings, no representative of the student is allowed to attend the meeting of SCEC regardless of composition of the committee, question involved, or potential outcome of the proceedings. During the meeting, neither the SCEC nor the student will call any witnesses. No audio or videotaping of the meeting will be allowed. The student's faculty advisor is invited to attend the SCEC meeting. However, they will be present in the room to observe and discussion will only occur between the student and SCEC.

After the meeting, the DSAA will inform the student in writing of the decision of the SCEC.

Confidentiality

The confidentiality of the student will be protected in accordance with FERPA, PIPA, and other relevant guidelines. Discussion of the student's appearance before the SCEC, recommendations for action on the part of the School or its representatives, and other information regarding the case will be limited to those with a need to know. Such individuals are generally those responsible for making a decision regarding the recommendations or outcome on the issue, and those faculty members, staff, administrators, supervisors or others with information required by the Committee to carry out an appropriate inquiry or evaluation.

Rights Reserved

1. Where required or allowed by law, the School may report that the student was subject to an SCEC hearing, and the results of that hearing. In addition, the SCEC may gather information relevant to its deliberations regarding a student from faculty, staff and administrators.
2. The Student Comprehensive Evaluation Committee periodically summarizes its activities for the faculty, administration, accrediting bodies and so forth, in order to assist those bodies in the performance of their professional duties, and in particular to assist the faculty in improving teaching and learning. Such summaries generally consist of aggregate data, and in every case, are communicated without identifying individual students.
3. Copies of SCEC reports not related to individual students, such as recommendations regarding School policy and procedure, are kept by the VPAA, and in the SCEC's general file. To the extent allowable by law, and considering that SCEC reports on individual students are placed in the student file, such records are considered the VPAA's working notes.
4. Nothing in these procedures shall hinder the ability of the SCEC, the VPAA, the School and its administration, or individual faculty members, staff, or administrators to carry out the usual and customary business of an institution of higher education.
5. The School reserves the right to alter these procedures where, in the sole judgment of the Chair of the SCEC or the administration of the School, warranted in individual circumstances.
6. The School reserves the right to amend, update, alter, or eliminate these procedures at any time with or without prior notice to students, faculty, staff, or other constituents.

Annual Student Review Process

Students entering all programs at the Adler School are reviewed by the faculty each year. This comprehensive review occurs within departmental faculty team (e.g., MAO, MAC, PsyD, MAT, MAF, MAP, etc.). Fall entering students are reviewed during the spring term and spring entering students are reviewed during the summer term of their first year. In addition, departmental faculty complete a comprehensive review of all students in each respective program on an annual basis during the summer term.

The following steps outline the student review process:

1. Program Directors (PD) collaborate with the Director of Student and Alumni Affairs (DSAA) to schedule dates for Departmental student reviews.
2. The Program Directors can request a list of all students enrolled in their program with the Registrar's Office.
3. Core and adjunct faculty will be asked to provide input to the advisor for each student on the list regarding academic, clinical/counseling/business training, and comportment issues prior to the Departmental Review meeting. It is expected that any concerns about a students' performance will have been discussed with a student by the faculty member prior to sharing information with the advisor. It is not the responsibility of the advisor to convey feedback to a student that has not already been given by the faculty who observed the performance and/or behavior.
4. The DSAA will provide advisors with any pertinent information about students on the list related to concerns noted on grade sheets and documented concerns about a student filed with the office of Student Affairs prior to the Departmental Review meeting.
5. The Program Director will provide the advisor with any relevant information related to SCEC or Training Committee recommendations.
6. The advisor will review the academic and training file of advisees prior to the Departmental Review meeting.
7. During the Departmental Student Review meeting academic advisors will present any information collected about each student on the list for faculty discussion.
8. Recommendations about student performance and input will be documented by the administrative assistant for Academic Affairs (AA). The AA will draft a form letter to each student reviewed during the meeting and a draft will be sent to each respective advisor for editing and review. Once this feedback is received from the advisor, the AA will print a final letter for the faculty member's signature. The original form letter will be sent will be mailed to the student and cc'd to the student's advisor and the DSAA. The DSAA will coordinate with the registrar's office to ensure that a copy of the form is placed in the student's academic file.
9. Following the Departmental Student Review Meeting, each advisor will communicate information about the results of the review to his/her advisee and provide advisement and support to address concerns or recommendations made by the faculty. Students who have documented concerns will need to meet with their advisor during the semester in which the review occurs and faculty will be asked to provide an update during the next faculty student review process.

Satisfactory Progress

Students must maintain satisfactory academic progress to maintain good academic standing. Students are considered to be making satisfactory academic progress if they are taking a course load that ensures steady movement toward degree completion within the maximum time limits for degree completion, and if they are meeting academic and clinical standards. All students must maintain a cumulative grade point average of 3.0 on a 4.0 scale in order to be in good academic standing, to participate in practica, to receive financial aid, and to graduate. In addition, students must successfully complete (“B” grade or better) 70% of attempted coursework in each term they are enrolled in order to be eligible for federal student financial aid. Masters students must complete a minimum of twelve (12) credit hours every twelve months and must satisfactorily complete all of the requirements for graduation within five years of the date of first registration following admission to the School.

Doctoral students must complete at least eighteen (18) credit hours every twelve months and must satisfactorily complete all requirements for graduation within seven years of the date of first registration following admission to the School.

Students enrolled in dissertation or internship, are considered to be maintaining minimum credit requirements for satisfactory academic progress. These requirements constitute the minimum enrollment necessary to be considered in good standing. Students who fail to maintain good academic standing can face dismissal from Adler School.

Leave of Absence

Students may request a Leave of Absence due to illness or other extenuating circumstances by completing a Leave of Absence form and submitting it to their faculty advisor. Leave of Absence forms must be signed by the student’s faculty advisor, as well as the Director of Student and Alumni Affairs. Signed forms must be submitted to the Registrar’s Office. A Leave of Absence may be granted for up to three terms (one calendar year). If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the Director of Training and Community Service prior to submission of the form to their faculty advisor. The Leave of Absence will be noted on the student’s transcript for each approved term until the student returns to school. Time approved for a Leave of Absence does not impact the maximum time allowed for degree completion.

Students, who do not return from a Leave of Absence by the agreed upon term, will be administratively withdrawn from the School. In order to be readmitted, administratively withdrawn students must submit a new application for admission no sooner than one year after the date upon which they were dismissed and, if admitted, must follow the program requirements in effect at the time of the new admission.

Administrative Withdrawal

In the event a student is administratively withdrawn from the School, the Office of Financial Aid is required by Federal Law to recalculate a student’s eligibility for financial aid awards. A calculation is used to determine the amount of “earned” and “unearned” aid based on the effective date of the administrative withdrawal. If a student completes 60% or less of the term, the Office of Financial Aid determines the amount of “earned” aid based on the amount of the term completed. If a student completes more than 60% of the term, s/he is considered to have earned 100% of the awards disbursed for the term. “Unearned” awards must be returned to the lenders. The School and the student share the responsibility of returning “unearned” awards. The student is responsible for repaying the School for any balances owed as a result of the return of financial aid money.

Withdrawal in Good Standing

Students may withdraw from the School in good standing by submitting a letter of request to the Registrar's Office. To withdraw in good standing, students must be in good academic standing at the time of withdrawal, have completed all requirements for courses and clinical work for which they are registered, have made full payment of all outstanding tuition and fees, and not be subject to any pending disciplinary, ethical, or academic inquiries. Withdrawal in good standing is noted on the transcript.

Former students, who wish to return to the School after withdrawing in good standing, must submit a new application for admission and, if admitted, must follow the regulations and program requirements in effect at the time of the new admission. Students readmitted to the School may be eligible to receive up to 24 credits for coursework completed either at the Adler School or another institution.

Financial Policies and Procedures

2009-2010 Tuition and Fees Schedule

The following Schedule of Tuition and Fees is effective as of September 1, 2009. The school reserves the right to add or change any of the fees or charges listed below at any time without prior written notice.

Tuition and Fees:

Chicago and Fort Wayne

2008-2009 Tuition and Fee Schedule

Admissions Fees and Deposits

Admissions Application Fee	\$50
Deposit (non-refundable) – M.A. programs	\$300
Deposit (non-refundable) – Psy.D. program	\$500

Tuition

Tuition – Standard M.A. and Certificate Credit Hour	\$880
Tuition – Standard Psy.D. Credit Hour	\$920
Tuition – Audit M.A. and Certificate Credit Hour	\$440
Tuition – Audit Psy.D. Credit Hour	\$460
Tuition – Dissertation Credit Hour	\$920
Tuition – Dissertation Continuation	\$1840
Tuition – Internship (per term)	\$920
Tuition – Internship Half-Time	\$460
Tuition – M.A.P. Credit Hour (includes fees & books)	\$1050
Tuition – Preparation Course	\$165

Registration-Based Fees

Fee – Dissertation Oral Defense	\$380
Fee - Dissertation Binding	\$55
Fee – Professional Liability Insurance	
-Per term Practicum and Internship	\$50
-Per term Community Service Practicum	\$25
Fee – Student Services (per term)	\$205
Fee – Qualifying Exam	\$880

Fee – M.A. Qualifying Exam	\$880
Fee – Psy.D. Qualifying Exam	\$920

Degree Completion Fees

Fee – Graduation Fee(per degree)	\$130
Fee – Replacement Diploma	\$35

Miscellaneous Fees

Fee – Course Drop (per drop)	\$40
Fee – Late Registration (per occurrence)	\$100
Fee – UPASS - University Pass (per semester for full time students)	\$86
Fee – Returned Check (per occurrence)	\$50
Fee – Official Transcript	\$10
Fee – Transfer Credit Evaluation (per course)	\$150
Fee – Late Payment	2% of balance per Month

Changes in tuition and fees apply to current and new students. Students may pay tuition and fees by check or money order made payable to the Adler School of Professional Psychology. The School accepts Visa, MasterCard, Discover, and American Express credit cards. Unless otherwise indicated, tuition and fees are listed in U.S. dollars, and remittance must be made in U.S. dollars.

Vancouver

2008-2009 Tuition and Fee Schedule

Admissions Fees and Deposits (in Canadian Dollars)

Admissions Application Fee	\$50
Deposit (non-refundable) – M.A. programs	\$300

Tuition

Tuition (per credit hour)	\$640
Tuition – Audit (per credit hour)	\$320

Registration-Based Fees

Fee – Student Activity/Library Fee (per term)	\$140
Fee – Late Registration Fee (per occurrence)	\$50
Fee – Course Add Fee (per occurrence)	\$50
Fee – Qualifying Exam	\$770

Miscellaneous Fees

Fee –Course Drop Fee 90 % refund if 30+ days prior to the first day of class, 80 % refund if less than 30 days prior to the first day of class, no refund issued once a class has started	
Fee – Returned Cheque (per occurrence)	\$25

Vancouver students may pay tuition and fees by cheque or money order made payable to the Adler School of Professional Psychology. The School also accepts Visa, MasterCard, American Express, and Interact Direct payment.

Payment Information

Tuition and fees are due and payable in full two weeks prior to the start of the term. Payments made to the School are first applied against any previously existing balance, then to current charges.

Students are responsible for all tuition and fees at the time due regardless of pending employer or third-party reimbursement, unless other financial arrangements have been made. Students approved for financial aid funds are exempt for the amount of aid anticipated, until those funds are disbursed.

Students, whose financial accounts are delinquent, are not in good standing and are not eligible to register for subsequent terms, begin a practicum or internship, obtain transcripts, or graduate until all outstanding balances are paid in full. The School retains the right to administratively withdraw students whose accounts are past due, and to charge all associated fees. It is the policy of Adler School to submit delinquent accounts to external collection agencies.

Vancouver students, who opt for a deferred payment plan at the time of registration, are responsible for paying their tuition and fees over a 3-time payment plan. The first installment is due at the time of registration. Subsequent payments are listed on the registration form published each term. The deferred payment plan is an additional \$15/credit hour.

Tuition Refunds

Students, who have officially withdrawn from the School or specific courses, may be entitled to a tuition refund to be paid within 14 business days of receipt of the official withdrawal or drop form. Refunds will be based upon the total charge incurred rather than the amount paid by the student.

The percentage of tuition refunded, excluding the nonrefundable tuition deposit and all other fees, is determined in accordance with the following schedule:

Chicago and Vancouver 15 Week Term Schedule

Chicago: End of sixth business day of the term by 5pm CST Vancouver: End of sixth business day of the term by 5pm PST	100%
Chicago: End of the eleventh business day of the term by 5pm CST Vancouver: End of the eleventh business day of the term by 5pm PST	50%
Chicago: After the eleventh business day of the term Vancouver: After the eleventh business day of the term	0%

Business day is defined as any day where the schools administrative offices are open which typically includes Monday through Friday from 9:00 a.m. to 5:00 p.m. excluding select holidays (please refer to the Adler School academic calendar).

Vancouver Intensive/Weekend Course Refund Schedule

Before the first session of the course	100%
Before the second session of the course	50%
After the second session of the course	0%

Mandatory fees, which include but are not limited to the Student Services Fee, are not refundable once the term has begun.

Students, who formally withdraw from the Adler School, will be refunded in accordance to the school's refund policy based on the official withdrawal date processed by the Registrar's Office.

Students, who are approved for a leave of absence, and are currently registered for coursework, will be refunded in accordance to the school's refund policy based on the official drop date processed by the Registrar's Office.

Students, who are administratively withdrawn from the School, are subject to the School's tuition refund policy. In addition, those students, who participate in financial aid programs, are subject to the return of Title IV funds as mandated by the Federal Government. Please see the Financial Aid section of the catalog for more information.

Vancouver Refund Policy

To initiate a refund, written notice must be provided:

- a) By a student to the institution when the student withdraws, or
- b) By the institution to the student where the institution dismisses a student.

Refund entitlement is calculated on the total fees due under the contract, less the applicable non-refundable application or registration fee. Where total fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

- (a) Refunds before the program of study begins:
 - (i) If written notice of withdrawal is received by the institution less than seven (7) calendar days after the contract is made, and before the start of a program of study, the institution may retain the lesser of 10% of the total fees due under the contract or \$100.
 - (ii) Subject to subsection (a) (i), if written notice of withdrawal is received by the institution thirty (30) calendar days or more before the start of a program of study, the institution may retain 10% of the total fees due under the contract.
 - (iii) Subject to subsection (a) (i), if written notice of withdrawal is received by the institution less than thirty (30) calendar days before the start of a program of study, the institution may retain 20% of the total fees due under the contract.
- (b) Refunds after the program of study starts:
 - (i) If written notice of withdrawal is received by the institution, or a student is dismissed, within 10% of the program of study's duration, the institution may retain 30% of the total fees due under the contract.
 - (ii) If written notice of withdrawal is received by the institution, or a student is dismissed, within 30% of the program of study's duration, the institution may retain 50% of the total fees due under the contract.
 - (iii) If a student withdraws or is dismissed after 30% of the program of study's duration, no refund is required.

Fort Wayne – Refund Schedule

The Indiana Commission on Proprietary Education (ICOPE) requires that all educational programs operating in the state of Indiana utilize and publish the following Refund Policy. Adler School students taking classes in Fort Wayne, IN are subject to this refund policy. The exact language from the ICOPE follows. In this instance, the “institution” refers to the Adler School.

1. The Adler School will make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.
2. A student is entitled to a full refund if one (1) or more of the following criteria are met
 - (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (B) The student does not meet the institution's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the institution.
 - (D) If the student has not visited the institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
3. A student withdrawing from an instructional program, after starting the instructional program at the institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
7. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Financial Aid: Chicago Campus

The Adler School of Professional Psychology is approved by the U.S. Department of Education to award federal student aid to eligible students. In addition to our participation in the Title IV Federal Assistance program, we have several options available to students to help offset expenses while attending school. Eligible students have the following options to choose from:

- Federal Stafford Loans
- Federal Work Study
- Scholarships

- Federal Graduate PLUS Loans
- Alternative Loans (Available to U.S. and International Students)

In order to be awarded financial assistance through the Office of Financial Aid, a student must have a completed financial aid file and must meet all eligibility requirements. Students begin the financial aid process by completing and submitting a Free Application of Federal Student Aid (FAFSA) to the Department of Education at www.FAFSA.ed.gov.

Federal Financial Aid Eligibility Requirements

- Be a citizen of the United States or an eligible non-citizen. (Proof of citizenship may be required.) International students should contact the Office of Financial Aid for information.
- Be matriculated in a degree or certificate program at the Adler School.
- Maintain satisfactory academic progress: completion of at least 70% of all attempted coursework and a cumulative GPA of at least a 3.0.
- Maintain at least half-time enrollment as defined by your academic program:
 - Master's or Certificate candidates: at least 4 credit hours per semester
 - Psy.D. candidates: at least 5 credit hours per semester
 - - OR – enrollment in any of the following: Practicum, Practicum Continuation, Internship (part-time or full-time), Dissertation Proposal, Dissertation, Dissertation Continuation

Types of Financial Aid

Federal Stafford Loan

Federal Stafford Loans are awarded to students, who have completed the FAFSA and meet all financial aid eligibility requirements. Federal Stafford loans disbursed during the 2008-2009 academic year have a fixed interest rate of 6.8%. There are two types of Federal Stafford Loans: subsidized and unsubsidized.

Subsidized Stafford Loans

Subsidized Stafford loans are need-based loans. While a student is enrolled at least half-time in an academic institution or during any other periods of loan deferment, all interest on subsidized loans is paid by the federal government. Interest on the loan only begins to accrue after the student has graduated, withdrawn, or dropped below half-time enrollment.

Unsubsidized Stafford Loans

Unsubsidized Stafford loans are available to all students, who meet financial aid eligibility requirements, regardless of financial need. Interest begins to accrue on unsubsidized loans immediately upon disbursement.

Federal Work-Study Program

This program allows students with financial need to earn money by working on campus up to 20 hours per week. Under this program, the federal government pays a portion of the student's wages and the Adler School contributes the remainder. Students who apply for and are hired for Federal Work-Study positions are required to attend a work study orientation before they can begin working.

Federal Graduate PLUS Loan

This is another type of federally-backed, unsubsidized loan that is available to students who need additional aid after accepting their Stafford loans. Graduate PLUS loans have a fixed interest rate of 8.5% and may be consolidated with subsidized and unsubsidized Stafford loans.

Alternative Loans

These are private loans and cannot be consolidated with Stafford Loans. Because they are not federal loans, they may be available to international students and students who do not file a FAFSA. Interest rates on alternative loans are not fixed and they can vary by lender and by the borrower's credit rating. Alternative loans require credit approval; if credit is denied, an endorser will be required.

Scholarships

Scholarships are a form of gift aid and do not have to be repaid. Scholarships vary in amount and can be based on a student's financial need, merit, community involvement or other criteria.

- **Adler Institutional Scholarships:** Adler School funds a limited number of scholarships for both incoming and current students. Students must be enrolled full-time to receive a scholarship from Adler School. For descriptions of these scholarships and application requirements, please refer to the following website:
www.adler.edu/services/Scholarships.asp
- **Scholarships from Outside Institutions:** The Office of Financial Aid posts any information we receive about outside scholarships in the "Office of Financial Aid" community on Scholar 360, Adler's online student forum.

Veteran's Benefits

Students eligible for U.S. veteran's benefits should consult with the Office of Financial Aid. All funds are processed according to Title 38, Sections 1651 and 1701, of the State Approval Agency for Veteran's Education.

Academic Progress Requirements and Probation

In order to participate in Title IV federal assistance, federal regulations require that students meet certain academic criteria in order to remain eligible to receive aid. The Adler School requires students to maintain the following:

- At least a 3.0 cumulative GPA for all course work attempted.
- Completion of at least 70% of course work attempted at Adler School. Successful completion is indicated by a grade of A,B,C, or P. Incomplete (I) or In-Progress (IP/CIP) grades do not count until changed to A,B,C, or P. Once the grade change goes into effect, it is the student's responsibility to notify the Office of Student Financial Aid.

The first time a student fails to meet either of these criteria, s/he will be placed on financial aid probation. If a student on probation again fails to meet either of these criteria in any subsequent semester of enrollment, the student will be ineligible to receive federal financial aid for the duration of his/her time at Adler School.

Exception – If a student withdraws from courses mid-semester due to a medical condition, death of a family member, or another exceptional circumstance, s/he may appeal to the Office of Financial Aid to maintain financial aid eligibility. Medical or other documentation may be required.

Registration Deadline for Financial Aid

The budget guidelines for the 2008-09 academic year allow students to receive enough financial aid to cover their cost of tuition and fees and receive a refund check of up to \$8,316 per term. To ensure that student loan refund checks are distributed each semester in a timely manner, the Office of Financial Aid calculates students' financial aid budgets the week prior to the start of a term. If it is determined that a student has applied for more financial aid than his/her budget allows, the school will reduce the amount of disbursed student loans to fall within budget guidelines. **For this reason, we strongly recommend that financial aid recipients finalize their registration at least two weeks prior to the start of a term.** If a student adds courses after his/her financial aid budget has been calculated and any necessary loan reductions have been made, it is the student's responsibility to contact the Office of Financial Aid to re-request those funds. **It can take four to six weeks after the student has re-requested funds for a refund check to be produced.**

Administrative Withdrawals

In the event a student is administratively withdrawn from the School, the Office of Financial Aid is required by Federal Law to recalculate a student's eligibility for financial aid awards. A calculation is used to determine the amount of "earned" and "unearned" aid based on the effective date of the administrative withdrawal. If a student completes 60% or less of the term, the Office of Financial Aid determines the amount of "earned" aid based on the amount of the term completed. If a student completes more than 60% of the term, s/he is considered to have earned 100% of the awards disbursed for the term. "Unearned" awards must be returned to the lenders. The School and the student share the responsibility of returning "unearned" awards. The student is responsible for repaying the School for any balances owed as a result of the return of financial aid money.

Additional Requirements and Regulations

Recipients of financial aid are required to attend at least one debt management seminar prior to graduation. Presentations are offered each term by the Office of Financial Aid.

Federal regulations stipulate that all students awarded Federal Stafford loans are required to complete an online entrance loan counseling session before their loans can be disbursed. Additionally, an exit loan counseling session is required upon graduation or withdrawal from the Adler School of Professional Psychology. Students will be awarded diplomas upon completion of these requirements.

International Students: Chicago Campus

International students are eligible for scholarships, institutional work-study, and alternative loans. Alternative loans are approved based on credit ratings and usually require a co-signer, who is a U.S. citizen. Students should also contact their appropriate government and provincial agencies to find out about additional sources of aid to help offset expenses while completing their course work. International students are encouraged to contact the Office of Financial Aid to obtain further information.

International Students: Vancouver Campus

International students attending the Vancouver campus are not eligible for Canadian Federal or provincial student loans. However, international students are eligible to work off campus through the Canada and Immigration (CIC) off campus work permit program. For more information about this program, please visit www.cic.gc.ca/english/study/work-offcampus.asp.

Financial Aid: Vancouver Campus

BCSAP Information for Students

BCSAP was created to help eligible students with the costs of post-secondary studies at colleges, universities, university colleges, institutes, and private training institutions. It is a needs-based program, which exists to supplement, not replace, funds available to students through work, savings/assets, and family resources/income. A basic principle of BCSAP is that the primary responsibility for the funding of post-secondary education rests with students and their immediate families.

The British Columbia Student Assistance Program is a joint program between the federal and provincial government.

The application form for BCSAP is a one-stop process to apply for two kinds of funding: loans and grants. These include:

Loans

Canada Student Loan (CSL)

- This loan is subsidized by the federal government. It is issued in the form of a Schedule 1.
- Interest will be paid by the federal government while you are attending school full time.
- Maximum assistance is 60% of total funding, up to \$165 per week of study.
- You must be enrolled in at least 60% (40% for students with permanent disabilities) of a full-time course load.
- Repayment will begin six months after your studies end.

Information is also available on the Internet at www.hrdc-drhc.gc.ca/student_loans

British Columbia Student Loan (BCSL)

- This loan is subsidized by the provincial government. It is issued in the form of a master B.C. Student Loan agreement.
- Interest will be paid by the provincial government while you are attending school full time.
- Repayment will begin six months after your studies end.

Grants

Canada Study Grant for Students with Dependents (CSG)

CSG funding is for students with dependents (includes children or other wholly dependent

relatives, but does not include your spouse).

The CSG is not 'additional' assistance. The weekly program maximum of \$435 per week of study still applies.

Students with one or two dependants may be eligible to receive up to \$40 in Grant funding for each week of study. Students with three or more dependants may be eligible to receive up to \$60 in Grant funding for each week of study.

Canada Study Grant for the Accommodation of Students with Permanent Disabilities (CSG-PD)

The Canada Study Grant program for students with permanent disabilities is designed to help students overcome educational barriers that they may have due to their permanent disability. Only students with permanent disabilities creating barriers to post-secondary education are eligible to receive non-repayable Grant (for up to \$8,000 per program year) to purchase adaptive equipment and support services to help access public or private post-secondary institutions.

CSG-PD funding can be used for (if these services are not provided by your school):

- sign language interpretation;
- specialized tutoring services (for disability-related learning barriers);
- note-takers;
- readers;
- attendant care (while at school);
- specialized transportation (e.g. handyDART to and from institution only);
- alternate formats (e.g. large or Braille print, talking textbooks);
- technical or recording equipment, including Braille, talking calculator, and tape recorders;
- computers and other adaptive technical aids and software;
- reimbursement of 75% of the cost of a Learning Disability Assessment up to \$1,200 (if the assessment meets ministry criteria)

To be eligible for reimbursement, students must require the assessment for further accommodation at the school they are attending.

Canada Access Grant for Students with Permanent Disabilities (CAG-PD)

This program assists students with permanent disabilities in both full-time and part-time programs with a grant of up to \$2,000 per program year. The \$2,000 will be applied before any other funding to reduce the assessed need for full-time students. For part-time students, the grant will be awarded before part-time loans.

To qualify automatically, students must have applied and been approved for the British Columbia Student Assistance Program or for the Part-Time studies program and have:

- Previously received a Canada Study Grant for the Accommodation of Students with Permanent Disabilities; or
- Previously been approved to study at a 40% reduced course load for BCSAP through the Appeal Process - Appendix 6: Appeal Request.

Scholarships

Scholarships are a form of gift aid and do not have to be repaid. Scholarships vary in amount and can be based on a student's financial need, merit, community involvement, or other criteria.

Adler School Institutional Scholarships

Adler School funds a limited number of scholarships for both incoming and current students. Students must be enrolled full-time to receive a scholarship from Adler School. For descriptions of these scholarships and application requirements, please refer to posted scholarship applications at the Vancouver Campus.

Campus Information

Campus Hours

Adler School is open from 7 a.m. – 11 p.m. Monday – Sunday not including holidays.

Lost & Found and Theft

The building in which the School is housed is used by a number of businesses. The School cannot secure its premises, as the elevators open onto any floor. Students are advised to take reasonable precautions to protect their belongings.

- It is advised that students using laptops use special “laptop locks”, to reduce the potential for theft. The School also recommends that students not leave laptops unattended during breaks, particularly meal breaks.
- Similarly, purses, testing kits, and other items of value should not be left unattended. Students should be particularly careful to keep track of keys and parking stubs.
- “Found” items can be taken to the receptionist on the 21st floor for safekeeping, if found on weekdays during office hours. Lost items may be retrieved there, if they have been turned in. On evenings and weekends, take a found item to the security desk on the first floor, and tell the security officer which floor it was found on.
- Items not retrieved from lost and found at the end of each term are disposed of or donated.

Student Common Areas

Common areas are located on the 17th, 20th and 22nd floors. All students are welcome to use these areas for study and meetings. For a quieter study atmosphere students should utilize the library.

The common areas are for the use of all students so please be respectful and help maintain the cleanliness of the space. A refrigerator and microwave is provided for student use on the 20th floor. If using the refrigerator please write you initials and date on your items. Items older than one week will be thrown out. If you use the microwave, please be considerate and clean any mess which may occur.

Lockers

Lockers are free to all students and are on a first come first serve basis but you must register for one each term. A locker request form can be filled out and turned into the registrar's office who will then assign you a locker number. You are responsible for the padlock on your locker. Please note that at the beginning of each term lockers which have padlocks but are not registered will be opened and emptied.

Mailboxes

Student mailboxes are located on the 20th floor in the common area. Students are assigned to mail boxes which are organized via a letter and number (i.e. K10). A list of students and their corresponding mailboxes can be found posted on the 20th floor. Some students share mailboxes.

Bulletin Boards

Bulletin boards are located on the 17th and 20th floors. Here students can find information about campus events, professional opportunities, class location, and student classifieds.

In an attempt to keep our campus environment clean, the Adler School will enforce rules on posting materials on campus. The Adler School may refuse any posting that is not in accordance with the mission of the School, contains explicit material, or is deemed inappropriate.

All postings must contain: organization name or name of contact and phone number or e-mail address. Postings will not be approved without the above information. All postings, flyers, posters, handbills, or any other form of advertisement, must be approved and stamped at the front desk on the 21st floor. We ask that you bring in the original document for the stamp, and then make copies of the original for posting. More than 15 flyers for stamping at a time will not be approved.

Posting is only allowed on bulletin boards and in the plastic container on the 20th floor. Postings are not allowed on doors or windows of any kind nor on interior or exterior walls. Any organization or person posting in a prohibited area will have their materials removed. No postings will be permitted on tables or chairs.

All postings must be removed within three days of the event date.

Computer Labs

Computers for student use can be found on the 17th and 20th floors, as well as in the library. Laptop computers are also available for student use on campus and can be checked out from the library.

Student Health Insurance

The Adler School requires **full-time** students to have health insurance. We are pleased to be able to offer an attractive insurance policy through United Healthcare Student Resources.

You will be automatically enrolled in the student health insurance policy through our provider, United Health Care. The price for the policy is \$738 per year, which is billed to your student account as a one time charge. If you have health insurance, perhaps through your family's policy or an employer policy, you may request a waiver of the United Health Care health insurance policy.

United Healthcare – Collegiate Care Plan (PPO)

2009/10 Rates:

Student	\$738/year or \$61.5/month
Student with spouse	\$2,312/year or \$192/month
Student with each child	\$1,472

Benefit Plan:

Maximum Benefit	\$75,000
Deductible	\$150.00 (Per Policy Year)
Co-Pay	80% of Preferred Allowance
Prescription Drugs	80% of usual and customary charges after a \$15 deductible per prescription Plan offers pharmacy discount on either retail or mail order pharmacies
Psychotherapy	Maximum 10 days per policy year Paid as any other sickness with \$150 deductible per policy year and 80% co-pay
Telephone or Online Counseling	Students have 24/7 access to prompt counseling services with master's level clinicians
Nurse line	Clinical nurse triage service available 24/7 Promotes personal health management by providing health information, advice and support through telephone interactions
Providers	Students can find providers in their area by using zip code look-up or can look for a provider by name
UnitedHealth Allies	Discount program which saves members 10-50 percent on many health and wellness products and services. Including dental and vision care

International Students Repatriation and Medical Evacuation benefit provided

No dental or vision coverage in plan. However, there is a discount provided for these services under the UnitedHealth Allies program.

University Pass (UPASS) Program

What is the UPASS Program?

At the start of the 2007-08 academic year, the Adler School of Professional Psychology began participating in the CTA's University Transit Pass (UPASS) program. The program will save Adler School students approximately 75% on Chicago public transportation including unlimited CTA buses and trains.

Who can participate in the UPASS Program?

Chicago full-time students are eligible to participate in the program only. Vancouver, Fort Wayne, and students on internship out of the CTA area will not be charged for the UPASS.

Who is eligible for the UPASS program and who can be waived from it?

Full-time Adler School students are eligible for the UPASS program. Students are considered full-time status with Adler School if they meet one of the following criteria:

- Psy.D. student registered for 10 credit hours or more
- M.A. student registered for 8 credit hours or more
- Student registered for Full-Time Internship
- Student registered for Dissertation
- Student registered for any Practicum (Community service Practicum included)

Note: If you are enrolled in Doctoral Dissertation Continuation, Dissertation Proposal Continuation or Practicum Continuation, your status is considered **half-time** and you will not be eligible for the UPASS card.

The UPASS fee may be waived if the student meets one of the following criteria:

- Student lives outside of the CTA ridership area.
- Student is registered for full-time internship and internship site location is located outside of the CTA ridership area.
- Student is registered only for practicum and practicum site location is located outside of the CTA ridership area.

CTA ridership area is defined by those locations serviced by "L" trains and CTA buses, not Pace buses. Service area is validated with online tools provided by CTA through Google Maps.

In order for a fee waiver to be considered, the student must email upass@adler.edu by **5 p.m. CST on the last day of the Add/Drop period for each semester**. Please see the academic calendar for this official date.

Waiver requests will be reviewed after the deadline has passed. In order to meet tuition payment deadlines, students with pending waiver requests may pay their tuition balance less the UPASS fee. In the event the waiver request is denied, students will receive a follow up bill.

If you have questions about your student account, please contact:

- Office of Student Finance at (312) 261-5900 extension 201 or Cynthia Cruz - ccruz@adler.edu

Does the UPASS work on Metra?

No! At this time, Metra does not offer student discounts.

What if I drop to part-time status?

If you have been issued a UPASS and you drop your course load to part-time status, your UPASS will be deactivated.

How do I get my UPASS?

Each semester, students will be issued a new UPASS during the first two weeks of the semester on the 10th floor.

What is the deadline to pick up my UPASS?

Students may pick up their UPASS from the Assistant Director of Student and Alumni Affairs on the 10th floor until the eighth week of the semester.

Can I request a new UPASS at any time?

No. Students who were not issued a UPASS at the beginning of the semester may request a UPASS until the eighth week of the semester. After the eighth week, a student may not request a new UPASS - they must wait until the following semester to request the UPASS.

What does the UPASS look like?

The UPASS card looks like a fare card issued by CTA which will bear student's picture and dates the card is effective. The UPASS is updated and issued each semester with new dates and only works when School is in session.

Can I give my UPASS card to someone else to use?

No! U-Pass cards are not transferable and will be confiscated by CTA and its holder subject to criminal prosecution if it is misused or presented for transportation by any person other than the person to whom it is issued. CTA maintains the right to inspect the U-Pass used by a student and to ask the student for another form of identification to ensure that the pass is being used by the person to whom it is issued. Further, CTA maintains the right to deny a student access to the CTA system at the U-Pass reduced fee if the student does not possess both the U-Pass and a current School I.D.

What do I do if my card is lost or stolen?

Lost or stolen cards should be reported to UPASS office. The card will be deactivated. Students must go to UPASS office to request a new pass. A \$35.00 charge will apply. Only one replacement card is issued in one semester. If students lose their replacement card, they have to wait until the new semester to apply for another UPASS.

What do I do if my card is damaged?

Most students damage their UPASS by touching the magnetic strip of another card such as a

credit card. If a card is damaged, it will be replaced for free but students have to go to the UPASS office to request a new card. It will take five days for the replacement card to be ready and students will be given a temporary card to use while they wait for their replacement card. Adler School will notify students when their replacement card comes in and you can pick it up from the Registrar's Office.

What do I do if my card is captured on a bus?

If a card is captured on a bus, it is considered a student error. Contact the bus driver to get a receipt that the card which was captured. Then, students need to take the receipt to the UPASS office to request a new UPASS. It will take five days for the replacement card to be mailed to Adler School but no free passes are given to students while they wait. Adler School will notify students when their replacement card comes in and they can pick it up from the Registrar's Office.

What do I do if my card is captured on a train?

If a card is captured on the train, contact the CTA personnel to write a "Fare Discrepancy Report." The CTA personnel will give the student a free transit card to get to the destination. Students will have to take the report to the UPASS Office to request a new replacement card. Adler School will notify students when their replacement card comes in and they can pick it up from the Registrar's Office.

Where is the UPASS Office?

UPASS Office – Customer Service Center

567 W. Lake Street

2nd floor

www.transitchicago.com

1-888-your-cta

For all other questions, please contact us at studentservices@adler.edu.

Administrative and Academic Offices

Adler School administrative and academic offices are located on 8, 9, 10, 17, 20, 21, and 22nd floors. Students and guests needing to contact a professor or department should go to the reception desk on the 21st floor.

Sol and Elaine Mosak Library

The Sol and Elaine Mosak Library is located on the 20th floor of campus and has a wide range of resources to help students, faculty, and staff in their pursuit of higher education and social responsibility. The Sol Elaine Mosak Library contains one of the most extensive collections of Adlerian oriented research materials in the world. The library has a diverse collection of approximately 10,000 books and more than 350 instructional videos and serves an integral role in the academic mission of the Adler School. The staff of three professional librarians, supported by student assistants, is available to help the Adler community make the fullest use of academic

resources for research and curricular needs. The Library's collection of books, journals, electronic resources and audiovisual materials is selected to support the needs of the Adler School of Professional Psychology, the Centers for Social Change and the Psychological Services Clinics. The Library is committed to providing the excellent services, collections and facilities required to develop socially responsible practitioners.

The Sol & Elaine Mosak Library is a gathering place to pursue academic work individually or in collaboration with others, to draw on our rich collection of print and electronic resources, to learn about and use information technology, to write, to read and to study.

It is our goal to provide excellent service to students and faculty that will advance each user's learning, teaching and research experience. We strive to support library users anytime and anywhere. Our success is enabled by the outstanding staff that builds and manages the collections and technologies, and provides strong and innovative services across the campuses.

In accordance with the Code of Ethics of the American Library Association, the Library will "protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

Dreikurs Psychological Services Center

The Rudolf and Sadie "Tee" Dreikurs Psychological Services Center (PSC) is a full-service, community mental-health counseling center and training clinic licensed by the State of Illinois Department of Professional Regulation. The PSC is guided by the values inherent in Alfred Adler's theory of human behavior: respect for and acceptance of the uniqueness of each individual across all domains of human diversity; compassion for and understanding of each person; an optimistic, pragmatic and collaborative approach to helping others; and a commitment to advancing society as a whole through social involvement and advocacy and support for those who are marginalized and underrepresented.

The PSC has a dual mission: to provide affordable mental health services to the community, and to serve as a teaching clinic for those training to become psychologists or counselors.

Services provided to the public include psychotherapy, neuropsychological assessment, support groups, parenting classes, consultation, vocational assessment, psychological testing and psychoeducational programs. In addition to its central clinic on the Chicago campus, the PSC provides community based services through a number of satellite locations throughout the area serving clients in diverse settings, including half-way houses, prisons, elementary schools, and primary care medical facilities. The PSC's programs and services are designed to assist children, adolescents, adults, couples, families and groups in dealing with personal issues, marital and family problems, depression and anxiety, stress, school adjustments, family conflict, couple distress, grief and loss, substance abuse and other related personal or psychological issues. Clients come from a wide range of educational, ethnic, economic and cultural backgrounds.

Most of the PSC's psychological services are provided by master's, doctoral and post-doctoral trainees under the supervision of the School's core faculty, all of whom are licensed clinical psychologists. Additional supervision may be provided by adjunct faculty or individuals holding supervisory responsibility at satellite locations.

The PSC offers three training programs: an APA approved pre-doctoral internship in professional psychology, a psychotherapy practicum (externship) and an assessment practicum

(externship). Advanced practica and post-doctoral residency experiences are also available. All training programs and experiences are geared to train socially responsible practitioners.

Trainees are matched with sites based on their interests, training and education needs, and abilities. All trainees spend at least some of their clinical time at the central location. PSC training experiences include providing direct clinical service under supervision; individual, group, and peer supervision; case management and triage meetings; didactic workshops and seminars; and other learning experiences.

The PSC's Pre-Doctoral Internship in Professional Psychology is approved by the American Psychological Association, and is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC).. The internship is a partially affiliated program, reserving four of its five positions for Adler School students.

Technology and ID services

These guidelines address the appropriate use of Adler School's electronic "communication tools". These tools include, but are not limited to the following:

- E-mail systems;
- Desktop and laptop computers;
- Software licensed to Adler School;
- Scholar360 and other social networking/learning management systems; and
- All internal and external computer and communications networks (such as Internet access facilities, browsers, commercial on-line services, social networking sites, blogs sites, e-mail systems) accessible directly or indirectly from Adler School's computer network.

Adler School provides wireless internet access, email accounts, Scholar360 and/or other social networking/learning management system access, and other computer-based systems for its students, as and when available. Users may utilize Adler School's communication tools for personal matters, provided that such use is consistent with professional conduct. Users who fail to adhere to Adler School's policies in their use of the school's technology offerings will face consequences for such failure, including but not limited to prohibition from future access to Adler School's network and email system.

Adler School's policies prohibiting all forms of harassment, including sexual harassment, are applicable to the use of the School's technology and communication tools. In accordance with such policies, material that is or could reasonably be construed as harassing, embarrassing, sexually explicit, racially offensive, profane, abusive, threatening, intimidating, pornographic, obscene, defamatory or otherwise inappropriate or unlawful may not be sent or received by, viewed or displayed on, copied to, stored in, accessed from or downloaded to Adler School's communications tools. Adler School requires that its students, in their use of communication tools and technology, as in all other elements of their student experience, demonstrate the highest standards of academic, personal, and professional conduct.

Training and Community Service

The Adler School of Professional Psychology is committed to developing excellent practical training experiences for students. Our focus is on preparing our students to provide ethical,

empirically-based, compassionate care to those in need of services. Furthermore, the Department of Training and Community Service is aligned with the School's mission to train students for public service who remain committed to social justice in their respective careers.

The Department of Training and Community Service assists students in completing the two core requirements of their program: community service and clinical training degree requirements. Additionally, it assists students in professional development skills that will increase students' chances of securing employment upon degree completion. More specifically, the Department is responsible for the following:

- Development and maintenance of affiliations with agencies in the Chicago area, and neighboring states for purposes of training and employment
- Tracking and monitoring students' progress at their training placements
- Advising and supporting students in their training experiences
- Providing clear and consistent policies and procedures about training requirements to faculty, students and affiliated training sites.

Campus Safety and Security Information

Campus Safety

Adler School's annual crime statistics are traditionally low. Students are encouraged to report any and all crime or suspicious persons immediately to Adler personnel. Students who violate local, state, provincial, and/or federal laws will be subject to criminal prosecution and will face disciplinary action at Adler School which may result in their dismissal.

Building codes and related policies

- Smoking. In keeping with City of Chicago building code, and in order to provide a safe and healthy environment, the entire building is a non-smoking environment. Smoking is not allowed in stairwells, bathrooms, or any other area of the school or building. Smokers must step out of the building on street level, and move at least one door down to the left, to smoke.
- Elevator capacity, while not posted, is limited to ten people. Loading an elevator with more than 10 people has resulted in the elevators getting stuck between floors.
- Emergency School Closing, on rare occasions, severe weather conditions necessitate emergency School closing. Before attempting to travel to the School during severe weather, listen for school closing announcements on the following radio and television stations, or check the Emergency Closing Center <http://www.emergencyclosings.com/ecc/>. Vancouver Campus Students will be contacted with regards to emergency school closings.

WMAQ (AM 706)

WGN (AM 720)

WBBM (AM 780)

WBBM (FM 96)

WNND (FM 103.5)

WGN TV (Channel 9)

Fire Safety and Other Emergencies

- Fire extinguishers are located near the elevators on each floor. Student, staff, and faculty safety is of greatest importance during any emergency, and override concerns about the safety of the physical plant of the School. If the fire alarms or extinguishers go off, students, and staff and faculty without emergency response assignments, should immediately leave the building by the stairwell or fire escapes. Do not use the elevators.
- Fire escapes are located on each floor. Please acquaint yourself with their locations.

Building-Wide Emergency

- DO NOT USE THE ELEVATORS in any emergency, such as fire, earthquake, or power loss that affects the safety of the building. Emergency lights will go on in elevator halls and in stairwells in the event of power loss.
- FOLLOW THE DIRECTION OF FACULTY AND STAFF. Failure to comply with faculty or staff direction in an emergency or other circumstance may lead to sanctions up to and including expulsion or legal charges.
- DO NOT RE-ENTER THE BUILDING until the emergency has been officially declared to be over and someone in authority at the school has authorized your return. Under no circumstances may anyone return to the building without the express permission of a senior faculty or staff member.
- DO NOT RETURN TO ANOTHER FLOOR of the building, either above or below the floor you were on when the evacuation began, during an evacuation. Faculty and staff have specific assignments regarding clearing each floor to assure that everyone has gotten out safely, and we will not know that you are still in danger if you circumvent this process by returning to retrieve your belongings. Similarly, you should assume that your classmates and other persons will be evacuated along with others, and that you will be able to meet them in front of the building or across the street.
- CHECK OUT WITH FACULTY OR STAFF BEFORE YOU GO HOME. If you decide to leave the area of the School when an emergency evacuation has taken place, let staff or faculty know that you are leaving, so that we can keep an accurate headcount for emergency workers. This requirement is overridden by personal safety concerns. If you feel like you need to get out, get out.
- In an emergency, STICK WITH THE GROUP. Whether you decide to go home, to re-enter the building, or to evacuate, whenever possible go with a group to increase the likelihood of getting help if you need it, or to be able to give help.

HELP PERSONS WITH PHYSICAL DISABILITIES TO EVACUATE SAFELY. Helping others get out safely increases your own chances of getting out safely. Emergency power is available for freight elevators to help handicapped or elderly individuals, if such use is safe. Contact building security to secure its use.

Frequently Asked Questions

How do I access my student email/Moodle?

Students will receive their email and Moodle login information before their student orientation.

Email and Moodle can be accessed through the Adler School website.

Why do I need a student ID?

All students will have their picture taken for their student IDs on the day of their orientation. It is recommended that students carry their ID with them at all times while on campus. Occasionally Adler offers late evening classes and students are required to sign in at the front desk of the building. Security could request to view your ID.

In addition your student ID makes you eligible for discounts for parking, movie, and theater tickets.

Students needing a new ID should contact the Adler IT Department.

What kind of things can I get involved in at the Adler campus?

The Adler school and its organizations offer plenty of ways for students to contribute and stay active.

One of the best ways to get involved on campus is to join a student organization. All student organizations are active, professional, and provide a great outlet for students to bond with one another. If you are interested in learning more about a particular student organization, please contact one of the officers of the group. A list of all student organizations can be found on the Adler School website at:

<http://www.adler.edu/services/5111StudentOrganizationList.asp>

For more information on the Vancouver Adler Student Association and to learn more about its upcoming events please send an email to ASAvancouver@adler.edu.

If there is a group you are interested in starting please do not hesitate to contact the Office of Student and Alumni Affairs!

Do you offer mental health services to students at the Dreikur's PSC?

Adler School does not provide mental health services to its students via the Adler PSC. In addition, your professors cannot provide you with mental health counseling as this would constitute a dual relationship. A list of recommended providers can be found in the Student Life Information Guide or by requesting the list from the front desk on the 21st floor.

What is the student activity/library fee?

The student activity fee, required by all students at the time of registration, is used to maintain the Adler library, computer labs, and common areas.

What classes do I take and when?

The Adler school works on a year-round three semester instructional format. During the semesters students take classes, complete research, and/or take part in practicum or internships. Each degree at Adler has a recommended course sequence which can be found online. Students are advised to follow this course sequence and to discuss any changes with their Academic Advisor.

Who is my Academic Advisor?

Upon enrolling in the Adler school all students are required to take a course on Professional Development in preparation for the Community Service practicum. Your instructor in Professional Development is your Academic Advisor. Students are expected to meet with the same Professional Development professor during their first year. Students enrolled in practicum must also enroll in a Practicum Seminar. Your Practicum Seminar Instructor is your Academic Advisor. Students working on a Dissertation will have a Dissertation chair which will be the Academic Advisor. All other students not fitting in these categories will be assigned an interim advisor.

Can I change my Academic Advisor?

Requests to change your academic advisor must be made in writing to the Director of Student and Alumni Affairs and are considered on an individual basis.

What is considered full time?

To be considered full-time, Doctoral students must register for a minimum of ten (10) credit hours. 6-9 credit hours is considered half-time. Students taking less than six credits are not eligible for financial aid.

M.A. students must register for a minimum of eight (8) credit hours to be considered full-time. 4-7 credits is considered half-time. Students taking less than four credits are not eligible for financial aid.

Students on practicum are considered full-time. For further information on practicum and internship status please refer to the Adler Catalog.

When do I register?

Registration deadlines are published each term. Schedules are available prior to registration and students may register for courses in person, by mail, or fax. Registration is processed according to a priority system based on the student's year of entry. Students with delinquent financial accounts or who do not complete required surveys will be unable to register.

How do I drop/add a class?

Students wishing to drop or withdrawal from a class must complete the ADD/DROP form and turn it into the registrar's office. The official drop date is the date the registrars office receives your forms. Students are eligible for tuition refunds of 100% or 50 % based on when the drop is requested. All drop or withdrawals must be approved by your academic advisor. Please note you cannot withdraw or drop classes after they have met for a certain period of time. Refer to the Adler Catalog for further details.

Students wishing to add a class can do say anytime during the registration period. Students may also add a class after the registration period and before the class has met. Students must fill out the ADD/DROP form and have the consent of their advisor before turning the form into the registrar's office.

I've been waitlisted for a class, what does this mean?

To maintain academic standards here at the Adler school all classes have a enrollment cap. If you have been waitlisted this means that the class was full at the time of your registration, but that if a currently registered student drops or withdraws you may have the option of enrolling. Otherwise most classes are offered in multiple sections. If one section is filled it is likely that another will be open.

What if a class is not offered according to my degree sequence/or if it is full?

Occasionally your academic schedule may vary from the published curriculum sequence. If a class is not offered in one semester it will most likely be offered the following semester. Please note that certain classes are offered multiple times in a semester and again in the following semester. Certain classes however, such as those required for the Hypnosis Certificate are only offered one per semester in sequence. Please plan your schedule accordingly if you wish to fulfill additional certificate requirements.