

Dear New Undergraduate Students:

Throughout your education you will need to be in close contact with your academic advisor, Nicole Blotnick. Her email is nblotnick@argosy.edu and her phone number is 312-777-7639. You will want to keep her information handy for when you have questions and for other important tasks such as registering for classes, getting answers to your questions, etc.

New undergraduate students must take ASP 100 *Skills for Success* and PSY 180 *Interpersonal Effectiveness* in his or her first term at the university. *All* students are automatically enrolled in the second term in a refresher English and Mathematics course. In order to “pass out” of these refresher classes, and register for two different classes, you need to sign up to take and pass the Mathematics and English placement examination – the ACCUPLACER.

All students must take ACCUPLACER. Entering the program with all your English or mathematics courses already transferred in or having taken a refresher English or mathematics class at another institution will **not** allow you to skip this requirement. The test is administered before your first class meeting of ASP 100 *Skills for Success*, but it is also tied to that class in a very specific way. It is this: If you do not take ACCUPLACER before your class begins, you must take it prior to the 5th week of the class. The consequence for not taking ACCUPLACER by week 5 is the inability to “pass out” of the refresher English and Mathematics classes. So it is VERY important you follow through with the steps below upon admission to the university.

1. Contact Nicole Blotnick via email or phone to set up a time to take ACCUPLACER. Nicole offers this exam on multiple occasions before the first day of ASP 100 *Skills for Success*.
2. If you do not or cannot take ACCUPLACER before ASP 100 *Skills for Success* begins, then contact Nicole Blotnick to arrange a time to take the exam **before week five (5)**. Remember, **if you do not do this, you will not be able to “pass out” of either refresher class**. Your instructor for *Skills for Success* will remind you of this, but it will be up to you to take charge of getting this done if you do not take ACCUPLACER before the class starts.
3. You are allowed to take ACCUPLACER one (1) time only. The score you receive will indicate whether or not you must remain registered for a refresher course in English or Mathematics, or both. Of course your scores might also place you “out” of needing any refresher classes in either of these subjects.

Please make sure to contact Nicole Blotnick, your advisor, as soon as possible to get ACCUPLACER taken so you will know what courses you will be taking in your second term at Argosy University, Chicago.

On behalf of the entire department we are very happy you have chosen to pursue your education with us. We are dedicated to providing you with a high quality educational experience.

Sincerely,

Jerome J. Wilczynski, Psy.D.
Chair, Undergraduate Studies
Argosy University, Chicago