

ACT | a division of
Anatolia College

Graduate Student Handbook

Ms Industrial/Organizational
Psychology

**Division of Humanities and Social Sciences (HSS)
Psychology Program**

Welcome to ACT's Industrial/Organizational psychology program

The mission of this program is to train students in the theories and methods of Industrial/Organizational Psychology and their application in work settings such as industry or government. Particular expertise can be developed in a variety of areas, including personnel selection, training, management development, motivation, group and intergroup relations, work and family issues, and organizational change and development, with an emphasis on positive psychology and coaching.

Leveraging resources from both the Division of Humanities and Social Sciences and the Business Division, this graduate program enhances communication between the two Divisions and facilitates possible research collaborations.

The graduate I/O program is part of the Psychology program which is housed within the Division of Humanities and Social Sciences (HSS).

Upon fulfilling all requirements, you are awarded a Master of Science in Industrial/Organizational Psychology with a coaching concentration.

Graduate school in many ways is highly structured, but at the same time requires considerable self-discipline. It requires you to be self-motivated, organized, and an agent of your own learning. The journey may be challenging, but we hope that you will find it exciting and immensely fulfilling.

Dr. Maria Kyriakidou, Chair of HSS

Dr. Aimiliza Stefanidou, Coordinator of Psychology

1. PROGRAM LEARNING OUTCOMES

LEARNING OUTCOMES

The proposed program combines scientific discipline with professional practice covering a wide range of theoretical, cognitive, practical and transferrable skills that have been deemed necessary for the fastest growing occupation of I/O psychology. The academic curriculum consists of core courses as well as electives whereas the internship opportunity provided and the capstone project (thesis) allow for fieldwork and in-depth research and analysis. Required courses examine a variety of content areas within Industrial/Organizational (I/O) psychology including productivity, management and diverse work styles, motivation at work, discrimination in the workplace, job performance and team training. Professionals in this field must have knowledge of ethical considerations, administrative regulations and case law relating to workplace activities. Elective courses to a great extent fit the coaching concentration.

By the time of completion of the Master's degree, students will have gained the following skills:

A: Knowledge Base Skills

A.1: Demonstrate ability to comprehend data and information presented in research articles and apply to organizational problems.

A.2: Demonstrate their knowledge of test development, descriptive statistics, data management, basic statistical procedures, and program evaluation principles.

A.3: Demonstrate their knowledge of I/O theories, their ability to apply these theories and their appreciation for scientific knowledge.

A.4: Demonstrate their knowledge of the role of individual differences in the workplace and the ability to establish and benefit from collaborative professional relationships with others, regardless of differences in background, work roles, and points of view.

A.5: Be able to develop assessment, intervention, and evaluation strategies and convey these I/O principles in language appropriate for the audience.

B: Cognitive skills

B.1: Demonstrate the ability to relate theories and concepts to practical situations.

B.2: Analyze of the working environment and its impact on employees and their employers.

B.3: Evaluate the appropriateness of research-based theoretical information to interpret human mental processes and apply I/O in a variety of settings.

B.4: Gain the motivation to pursue a career as an I/O Psychologist

C: Practical and Professional skills

C.1: Demonstrate the ability to form effective professional relationships based on attitudes and communication skills that foster respect, trust, open dialogue, and collaboration, regardless of differences in background, education, points of view or position in the organization.

C.2: Discuss how key industrial and organizational issues impact organizations (i.e., issues such as selection, performance management, performance measurement, job analysis, individual behavior, leadership, motivation, organizational culture, work teams, and/or job attitudes)

C.3: Demonstrate personal integrity and ethical behavior in professional practice.

C.4: Apply principles of industrial and organizational psychology to scholarly and/or professional activities to promote lifelong learning.

C.5: Engage in practices that result in positive social change.

D: Key Transferrable skills

D.1: Report writing & IT skills

D.2: Negotiation, Conflict resolution and rapport building

D.3: Leadership, teamwork and collaboration

D.4: Organization/time management

D.5: Goal setting and prioritizing

D.6: Critical thinking and decision making

1. GRADUATE DEGREE REQUIREMENTS

MS I/O psychology

ACT's MS I/O psychology program is built on a core of required courses in key areas of industrial organizational psychology. The suggested curriculum, which was developed according to the *Guidelines for Education and Training in I/O Psychology* as outlined by the American Psychological Association's Division 14 Society of Industrial and Organizational Psychology (SIOP), includes a total of 36 credits, a total of ten (10) courses, including the thesis and the internship courses.

Suggested curriculum:

I/O Psychology Core courses

PSY 501: INTRODUCTION TO INDUSTRIAL-ORGANIZATIONAL (I/O) PSYCHOLOGY (3 credits), **online**

-MBA-STAT 505: APPLIED STATISTICS FOR BUSINESS DECISIONS, cross-listed course with the Business School (3 credits)

-MBA-MNGT 520: ORGANIZATIONAL CHANGE AND LEADERSHIP, cross-listed course with the Business School (3 credits)

-PSY 505: PSYCHOLOGICAL ASSESSMENT & MEASUREMENT (3 credits), **online**

-MBA MAN 433: CONFLICT MANAGEMENT & RESOLUTION, cross-listed course with the Business School (3 credits)

-PSY 520: POSITIVE PSYCHOLOGY & WELL-BEING COACHING (3 credits), **online**

-PSY 540: INTERNSHIP (6 credits)

-PSY 550: THESIS (6 credits)

I/O Psychology & Coaching Concentration Elective courses

-PSY 510: PSYCHOLOGY OF GROUP DYNAMICS (3 credits)

-PSY 515: EMOTIONAL INTELLIGENCE IN THE WORKPLACE (3 credits)

-PSY 525: EXECUTIVE COACHING & LEADERSHIP MENTORING (3 credits)

-PSY 530: SPORTS COACHING

2. PROFICIENCY REQUIREMENTS

2.1. GMAT-GRADUATE MANAGEMENT

Applicants are encouraged (not mandatory) to submit an official score report for the GMAT which will be utilized along with the other admission material.

Applicants may complete the GMAT more than once; only the higher score is considered. Scores dated within the last five years are acceptable and must be reported directly from the testing agency. ACT's institutional code is 7171.

Applicants who are planning to take the GMAT should provide the above number to the test administrator for a GMAT Score Report Request Form. Applicants should complete this form and return it to their administrator before leaving the test center.

2.2. TOEFL - TEST OF ENGLISH AS A FOREIGN LANGUAGE

Results of this exam are helpful for international applicants who are non-native speakers of English to gain admission. Automatic waivers of the TOEFL requirement are granted to candidates who have received a bachelor's degree (or higher) from an English speaking University or to candidates who have successfully completed the interview process.

Scores dated within the last two years are acceptable and must be reported directly from the testing agency. ACT's institutional code is 9393.

3. ADMISSION REQUIREMENTS AND STATUS

3.1. ADMISSION PROCESS

Admission to the ACT graduate program is competitive. Applicants are evaluated on the quantitative and qualitative aspects of their professional and academic background. Applicants who are admitted are individuals who possess at a minimum the equivalent to a Bachelor's degree, have great potential for success in the program as well as the potential for a successful career in an I/O Psychology-related field.

3.1.1. Application Fee

A non-refundable application fee must be received before your application will be processed. The application fee must accompany your application in order for your

request for admission to be considered. Please see the website for specific information, <https://www.act.edu/admissions/graduate-programs>

3.1.2. Important Dates

Applications are considered throughout the year. It is to your advantage to submit your materials early. Only applications that are complete will be considered. The MS program of study schedule can be found on the website at <https://www.act.edu/academics/academic-calendar>

3.1.3. Orientation

An orientation program is provided one week before classes start. Students are introduced to Faculty, the school's library and computer facilities.

3.1.4. Academic Record

Your entire academic record, including all undergraduate work and any graduate work you may have completed will be evaluated. Completion of specific coursework in psychology is not required. All majors are considered equally. Although no specific minimum grade point average is required, applicants who are admitted must show evidence of being able to successfully complete a rigorous academic program. For example, the reputation of the institution attended and the nature of the curriculum as well as the specific grade point average attained are considered.

3.1.5. Transcripts and Credentials

Official copies of academic records of coursework completed in all colleges, universities, or other institutions attended are required. Credentials submitted for admission become the property of the College and are not returnable or transferable. Academic records must be received in a sealed envelope directly from the issuing institution and bear the original stamp or seal and signature of a school officer. Documents not in English must be accompanied by official English translations certified by the issuing institution. Photocopies without this certification will not be considered official.

3.1.6. Work Experience

Employment prior to beginning your MS in I/O psychology is not required but is highly desirable for the program.

3.1.7. Recommendations

Two recommendations are required. It is suggested to submit one academic and one professional recommendation. The individuals listed should be acquainted with the scope and quality of your academic or professional achievements. Select references who know you personally, are aware of your credentials, and are able to assess your potential for success in graduate study and in a professional setting.

3.1.8. Leadership: Activities, Service and Recognition

Applicants should demonstrate leadership characteristics. This may be evident in your work history, but many other activities also reveal leadership potential. Community involvement, extracurricular activities, travel experience, hobbies, and special aptitudes could be examples of activities involving leadership potential. List the top three leadership areas in which you have actively participated, in order of their significance to you.

3.1.9. Interview

An interview is required prior to a final admission decision. Applicants unable to visit the campus and whose credentials warrant an interview will be contacted by the Recruiting office to arrange an alternative interview format. This may be a telephone interview or a Skype interview with a representative of the program.

3.1.10. Resume

Your resume should include a summary of your employment (including job titles and company names), education, extracurricular, and community activities.

3.1.11. Campus Visits

Informational campus visits may be requested at any time. They typically include an admission interview and the opportunity to meet with current students and faculty. To schedule a campus visit, contact us at +30 2310 398398 or e-mail: admissions@act.edu

3.1.12. Housing

The College doesn't offer housing but can help new arrivals find a place to live through a list of registered off-campus housing which is maintained in the Academic and Student Affairs Office.

3.2. APPLICATION INSTRUCTIONS

Most items on the application form are self-explanatory. Instructions for other items follow. Please print legibly in black ink and avoid unnecessary abbreviations.

Personal Data

Name: List your name as you would like it to appear on all College records. Be consistent and use the name you have provided in all correspondence with us. If your name changes prior to enrollment, please notify the Office of Admissions in writing.

Residence/Home Address: Complete these lines as you would address an envelope to be mailed to yourself. Your home address will be used for correspondence forwarded to you in the Thessaloniki area for the period of your studies. If either addresses changes, please notify the registrar.

Telephone/FAX/E-mail: Provide telephone numbers as well as cellular phone numbers, and an e-mail address where you can be reached regarding your application.

4. CREDITS

4.1. ACADEMIC CREDIT AWARD

In compliance with the Policy on Credits and Degree, the award of credit is based on policies developed and overseen by the faculty and academic administration. For the graduate program in I/O Psychology, one credit is awarded for an amount of work represented in intended learning outcomes and verified by student achievement in the equivalent of fifteen (15) hours of class time and a minimum of two hours of out-of-class student work over a semester or the equivalent over a different period. In this frame, for a seven-teaching week term course, a three-credit term graduate course, for all delivery modalities, has at least 27 hours of class time and at least two hours of out-of-class engaged academic time including term breaks. Thus, a three-credit graduate term course has approximately a total of 120 to 135 hours of total student engagement. All study material is available in the course webpage on ACTivity, ACT's LMS, including e-textbooks and supplementary material. Although the core academic teaching activity includes class lectures, the MS in I/O Psychology elective courses carry an additional credit due to the additional activities included such as field trips; the Internship and the Thesis courses carry 6 credits due to their empirical scope, increased workload as well as duration.

Online courses have been created with the same credit hour requirements as face-to-face courses and are reviewed by content experts to ensure that the workload and student engagement required are equivalent to standard credit hours.

Student engagement may include online seminars, threaded discussions, meeting with advisors, and additional independent work in lieu of class time. Instructors monitor for pedagogy and student achievement to ensure that the learning outcomes for each such courses are met. All faculty teaching fully online courses has been trained through a series of workshops offered through ACT's Faculty Development Program (FDP) on content areas such as online course design strategies and assessment schemes.

4.2. TRANSFER OF GRADUATE CREDIT

Transfer credit may be awarded for graduate courses taken at US-accredited or other State institutions in which a grade equivalent to a 'B' was earned. Prior to the award of transfer credit the student's transcript is scrutinized with respect to credit hours earned and course equivalencies by the **Division Chair and the Program Coordinator.**

Graduate students who have an undergraduate degree and professional experience also have the opportunity to earn credit for previously unrecognized knowledge and experience. Through prior learning credit, students can earn credit for up to two graduate courses in their degree program. To receive prior learning credit, students will be asked to document their prior experience and either create a portfolio or take a proficiency assessment that demonstrates how their previous learning or experience matches the learning outcomes of the specific courses for which they have requested prior learning credit.

5. TUITION AND FEES

A non-refundable deposit is required upon registration in order to secure the position in the program. The deposit will be deducted from the first term's tuition. In case of withdrawal from the program the deposit is not refunded.

Tuition is paid every term and covers the number of courses taken each term.

Payment of tuition (covering the courses taken each term) is due a week before classes start every term. The registration of students who have not paid or made arrangements to pay by the first week of classes will be considered void. In this case, the student may re-register after getting the approval of the Program Coordinator. Students who decide to totally withdraw from classes within the first three weeks of classes are entitled to a refund of 50% of tuition.

The program may qualify for O.A.E.D. funding. Information can be obtained from Ms. Natasa Kotanidou at the Human Resources Department (tel. +302310-398258).

Students should contact the Financial Department (Ms. Maria Salvaridou, mts@anatolia.edu.gr, 2310 398245 or Ms. Eva Montiadou, emont@act.edu, 2310 398219) regarding the payment of their tuition fees.

The College reserves the right to make adjustments to the fees and to assess additional fees when necessary.

5.1. FINANCIAL AID

ACT strives to be not only the 1st choice, but also an affordable choice for the education of youth from Greece, Southeast Europe, US and beyond. To that end, the College awards financial aid to a substantial number of students in each entering class. Financial aid awards aim to make quality education affordable to students in need and also reward a student's academic accomplishments and potential. The American College of Thessaloniki has developed a well-established program of

financial aid to assist students in their quest for a college education. This program ensures that no student should be deprived from attending ACT because of financial restraints.

Graduate students can apply for financial aid at the time of admission. Depending on the level of the award, all students have to maintain a certain GPA per term in order to continue receiving the financial aid. The level of financial aid awarded, based in need and merit, including the required academic performance to renew the award, will be communicated to the student upon his/her acceptance offer. Students who fail to keep the GPA required in one Academic Term will be put on probation, warning of losing the award. If the required GPA is not met for a second consequent term, students will face a deduction of their award and a permanent suspension of the award if they fail to maintain the required GPA for a third consequent term. Maintenance, deductions and suspensions of the award are decided by the financial aid committee after evaluation of student performance.

5.2. APPLICATION FEE

A non-refundable application fee must be received before your application will be processed. The application fee must accompany your application in order for your request for admission to be considered. All fees must be paid at the aforementioned Banks, providing the candidate's full name.

The College reserves the right to make adjustments to the fees and to assess additional fees when necessary.

For information about College tuition and fees, direct inquiries to the Administrative Office.

6. REGISTRATION AND GRADING

6.1. NEW STUDENTS

New student registration will take place in person at orientation. Information regarding the orientation will be communicated to students in advance. If a new student cannot attend the orientation program, they may register via e-mail with the Registrar's office.

6.2. CHANGE OF REGISTRATION

Time Restrictions on Change of Registration

Graduate students should check with the Registrar's Office concerning deadlines for course changes or dropping of courses.

6.3. PROFICIENCY CREDIT

The MS program offers a Proficiency Credit opportunity only for up to two courses. All applicants must communicate with the Registrar's office to fill out a Proficiency Credit application form and receive information on appointment of relevant faculty member. The application fee will stand at 200€ per evaluation and a candidate may be evaluated only once in the specific course.

6.4. DROPPING OF COURSES

All graduate students who drop courses after the deadline established by the Registrar's Office for each session shall receive the grade of F. This regulation could be waived under special circumstances and with the consent of the Program Coordinator.

Any change in the schedule which you submitted and which was confirmed by the registrar has to be officially made through the use of a withdrawal form. On this form, which is available at the Registrar's Office, you need to indicate any courses you want to drop from your schedule.

6.5. INCOMPLETE

If, for legitimate reasons, a student is unable to complete all the required work or examinations, a faculty member may choose to submit a grade of incomplete (I).

If the course work is not completed, the (I) will automatically be changed to an F after a period of a term (but no more than 3 months) – except for special documented circumstances which have to be approved by the Program Coordinator.

Justifiable reasons for receiving a grade of (I) may include illness requiring medical attention or personal/work obligations claimed by the student and recognized as valid. Specific deadlines for the submission of student work to the faculty and for the faculty's report of (I) grades to the registrar will be set by the Program Coordinator for each session.

Courses may not be repeated to remove incompletes; removal of an (I) is accomplished only through the completion of the specific work for which the mark is given.

6.6. COMPUTED GRADE-POINT AVERAGE

Grade	Definition	Grade Point	Grade %
A		4.00	93-100
A-		3.67	90-92
B+		3.33	88-89
B		3.00	83-87
B-		2.67	80-82
C+		2.33	78-79

C		2.00	73-77
C-		1.67	70-72
D+		1.33	68-69
D		1.00	63-67
D-		0.67	60-62
F	Fail (course must be repeated)	0.00	0-59

In order to graduate, a student must have an overall GPA of at least 2.33. Students who do not meet the 2.33 GPA minimum requirement may petition to retake limited courses to raise their average, as approved by the Program Coordinator.

Whenever the department revises standards for grades, the new regulations will not apply retroactively to those already in the program.

6.7. GRADUATE COLLEGE REVIEW OF DEPARTMENTAL DISMISSAL

Questions involving judgment of performance will not be reviewed beyond the departmental level. If, however, the student feels there has been unfairness or some procedural irregularity concerning dismissal, the student may appeal to the AS&PC.

6.8. CONFLICT WITH FACULTY

If the student feels an appeal of a faculty decision is warranted, the following chain of command should be followed:

Professor

Program Coordinator

Chair, Division of Humanities and Social Sciences (HSS)

Academic Dean

Provost

College President

Each appeal to these individuals will be in writing with a copy for the student's file. Each responding official will do so in writing with a copy for the student's file.

6.9 THESIS

All students must complete a Master's thesis: an original empirical research project conducted with the assistance of the advisor and following approval of the *ACT's Institutional Review Board (IRB)* for any type of research on human subjects.

The thesis is an integral part of the program as it enables students to demonstrate the application of those analytical, investigative and evaluative skills developed during

the program. The thesis allows students to pursue issues in depth and undertake their own research under supervision.

Students have also to defend their thesis during a presentation that is scheduled with the presence of all three (3) members of the committee. A hard and a soft copy of the thesis will be kept in the Thesis Repository at the Bissell Library.

6.10 INSTITUTIONAL REPOSITORY

The American College of Thessaloniki has established an Institutional Repository for the graduate theses.

Students will first submit the *Thesis Requirements* form to the Advisor. They also need to submit a copy of the Thesis Requirements form to the Bissell Library.

Following their thesis defense, students will receive the *Defense Certificate form*, signed by their advisor and the committee members, who they need to submit to the Bissell Library. Along with the Defense Certificate form, students must submit to the Bissell Library:

- 1) a bound paper copy of their thesis and
- 2) a USB flash disk which includes the thesis in .pdf format and the "Institutional Repository Submission Form".doc file.

Students are also required to sign and submit the *Institutional Repository License*, which provides to the Bissell Library the status of access in the Institutional Repository (open, internal or confidential). The Institutional Repository License is also signed by their advisor. All theses will currently be accessible only through the campus computers.

A Bissell Library staff member will sign the **Certificate of Successful E-Thesis Deposit** which students will then submit to the Registrar's office to ensure that the graduation requirements are met.

NOTE: In Spring 2020 the Bissell Library has initiated an on-line service for submission of the thesis papers. For more information visit <https://anatolia.libguides.com/ethesis>

7. CLASS ATTENDANCE

Students are expected to attend all regularly scheduled classes, as well as other activities and workshops. A student shall be permitted to make up required course work and examinations missed as a result of justified absences when these are authenticated and presented in a timely manner. Instructors are permitted to include attendance among factors determining a course grade. The attendance policy could be waived for specific situations by the approval of the Program Coordinator.

ACT's regulations require that students can be allowed, under the approval of the Program Coordinator, to make up examinations which have been missed due to illness, other unavoidable circumstances or College activities.

8. READMISSION TO THE PROGRAM

Students who do not register for three consecutive terms and have not applied for a leave of absence must request readmission from the Program Coordinator. The school will retain student files for a period of one year. Depending on the length of time out of school, the student may be required to resubmit all the admissions credentials and pay the application fee. All readmitted students must fulfill the current curriculum and graduation requirements. Finally, readmission will be based on the availability of space for the term of reentry.

9. AWARDS FOR GRADUATE STUDENTS

Awards are presented to honor to students who have display academic excellence and service to the graduate program.

10. ACADEMIC INTEGRITY

The principles of academic integrity entail simple standards of honesty and truth. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the ACT community and breaches of academic integrity constitute serious offenses. Each member of our community has a responsibility to uphold the standards of the community and to take action when these are violated.

Faculty members have an obligation to educate students to the standards of academic integrity and to report violations of the standards to the Program Coordinator. Electronic copies of student submissions will be processed through "*Turnitin*", a software package that checks for academic integrity.

Students are responsible for knowing what the standards are and for adhering to them. Students should report any violations they become aware of to the attention of the instructors.

VIOLATIONS OF ACADEMIC INTEGRITY

All academic divisions at ACT, both undergraduate and graduate, apply the following policy on academic integrity and is included in the syllabi:

“A student committing an act of Academic Dishonesty in a given course will receive an F (0 percentage points) in the assignment where the academic infraction took place. If a student commits an act of Academic Dishonesty for a second time in the same course, this student will receive a failing grade in that course”.

11. AUTOMOBILES-ADDRESSES-ID'S-POSTING MATERIAL

11.1. PARKING

Parking is provided in the general parking zones at no charge to students, faculty, and staff.

Parking areas include the area next to the New Building and north of the Bissell Library. Sufficient space is available in designated parking for faculty, staff, students, visitors and for motorbikes. On special occasions, additional parking on the Anatolia High School campus can also be used with prior notice.

11.2. POSTING MATERIAL ON CAMPUS

Bulletin boards are a primary means of communication among members of the American College of Thessaloniki. Students are encouraged to use them in a responsible manner. Items for posting must be pre-approved by the Program Coordinator.

Information posted in violation of the above regulation, will be removed.

For information about posting materials, contact directly the Program Coordinator (stefanid@act.edu).

11.3. REPORTING CORRECT ADDRESS

Each student is required to report his or her correct address each term at the time of registration. This reported address must be the student's actual residence address. Any change of residence made during the term or session must be reported to the Registrar's Office.

11.4. PHOTO STUDENT IDENTIFICATION

College policy requires that all students carry their own picture ID card. Your American College of Thessaloniki Photo ID card is your official identification card

throughout your entire academic studies at The American College of Thessaloniki, and it is required to access facilities and services across campus.

Plastic photo ID cards are issued by the school after fees are paid. ID cards are permanent and do not need to be replaced or updated on a term basis.

Students will receive their ID cards after submitting a receipt for payment of fees obtained from the Accounting Office either from the Bissell Library (upper campus).

ID cards are nontransferable and are to be carried at all times while on campus and presented to any authorized college employee upon request. They are required for any library use and school transportation and for any other service or activity the cardholder is entitled to. Failure to present the card may result in denial of the service or activity. Loss, mutilation or destruction of the card should be reported immediately to the Bissell Library Circulation Desk. There is a replacement fee for lost cards. ID cards are valid for currently enrolled students, alumni, faculty, staff and invited guests. The holder is personally liable for all obligations incurred by the use of the ID card. For information about ID cards, direct inquiries to the Bissell Library Circulation Desk.

12. ACT CONTACTS

	Office	Director	2310398- Extension number	Email
1	President	Dr. Vlachos	204	president@anatolia.edu.gr
2	Provost & VP for Academic Affairs	Dr. Stamos Karamouzis	202	stamos@act.edu
	Associate Dean for Academic Affairs & Director of Lifelong Learning Center	Dr. Sevasti Kessapidou	387	skessapi@act.edu
	Associate Dean for Administration & Student Affairs	Dr. Grigoris Baglavas	382	grigoris@act.edu
	Chair, Division of Humanities & Social Sciences	Dr. Maria Kyrakidou	233	markyria@act.edu
	Chair, Business School	Dr. Nikolaos Hourvouliaades	385	hourvoul@act.edu
	Coordinator of Psychology	Dr. Aimiliza Stefanidou	450	stefanid@act.edu
	Director of enrollment	Mr. Emmanuel Maou	380	emaou@act.edu
	Director of Admissions	Ms. Roula Lebetli	239	rleb@act.edu

	Enrollment Officer	Ms. Voula Dushku	398	youladusk@act.edu
	Director of Library & Archives	Ms. Evi Tramantza	391	evi@anatolia.edu.gr
	Assistant Administration Officer	Mr. Vasilis Loukidis	216	youlid@act.edu
	Registrar's Office	Ms. Antigoni Vlachopoulou	207	antiv@act.edu actreg@act.edu
	Computer Support Office	Mr. Nick Mitras	335	nick@act.edu
	Information on OAED Funding	Ms. Natasa Kotanidou	258	nkotanid@act.edu