

Fall Session 2010

Late Registration:

September 11 through 18, 2010

First Day of Classes:

Saturday, September 11, 2010

Last day to withdraw with a 100% refund*: Last day to file for Fall graduation:

Saturday, September 18, 2010

Last day to withdraw with a prorated refund*:

Saturday, October 16, 2010

Last day to withdraw from Classes with a "W":

Last day of Classes:

Thursday, November 18, 2010

***Refunds for tuition are prorated over a five-week period. Refer to the Fall 2010 Schedule of Classes for prorated refund dates and amounts.**

Winter Session Dates Set

Students will have access to online courses beginning Monday, January 3, 2011 and lecture courses will begin on Saturday, January 8, 2011. Registration will begin on Monday, November 1, 2010

Schedule Changes

Students seeking to add or drop a course must request the change in writing. Forms are available on the University web site. Highlight Current/Future Students tab and click on "Change of Schedule" under the Forms and Publication listing.

New QEP Tutorials on Course Portal

Need help with APA format? Wondering what a Peer-Reviewed Article is? Eighteen Tutorials are now available to answer these questions plus more. Access them 24/7 through the e-Course Portal. Check them out!

TEXES Review Scheduled

Amberton University will hold a Texas Examination of Educator Standards Review for the School Counseling Exam on Wednesday, September 22nd. The TEXES review will be held on the Garland Campus in Room 19 from 6 p.m. to 9:30 p.m. The review helps prepare school counseling students for the TEXES exam, required for state certification.

Road Construction Advisory

Students attending courses at the Garland Campus will notice Eastgate Drive is undergoing road construction. This construction will not affect University operations or classes during the fall 2010 session. Students can enter the University's parking area from Marketplace Drive.

University Participates in New Frisco Teacher Event

Amberton University participated in this year's New Teacher Breakfast in Frisco. The event, held by the Frisco Chamber of Commerce and the Frisco Independent School District, honored more than 400 new education professionals who will be entering the school district this fall. Amberton is one of several organizations and businesses that sponsor the new class of teachers and district employees each year.

www.Amberton.edu

Educating Working Adults
For Over 35 Years



AMBERTON UNIVERSITY

CRIME STATISTICS—

The statistics concerning the occurrence of crimes on the Amberton University campus for the last year indicate no incidents reported and no arrests made for the following crimes: aggravated assault, burglary, drug abuse violation, liquor law violation, motor vehicle theft, murder, rape, robbery, weapons possession, and vandalism. Stay safe by being aware of your surroundings, and let us know of any suspicious activity or unauthorized individuals on or near the campus by contacting University personnel.

DRUG/ALCOHOL ABUSE POSITION—

No student or university employee may possess, use, or distribute any alcoholic beverage or illegal drug while on university property.

HEALTH RISKS:

Any substance when used to abuse will produce health problems. Specifics of the health risks depend upon the substance used as well as the amount and period of time in which the substance was consumed. Health hazards include problems with body organs (heart, liver, lungs, kidneys), and psychological processes (impaired brain activity, digestion problems, blood circulation, impaired judgment, personality disorders).

AVAILABLE TREATMENT:

Professional counseling and treatment services are available for students and/or employees who have a need for drug or alcohol related treatments. Many treatment centers offer diagnostic and treatment services for both alcohol and drug abuse on an outpatient basis.

LEGAL SANCTIONS:

Legal actions (local, State, or Federal depending upon the offense) will be enforced against any person on university property who violates the conduct statement. Legal penalties range from misdemeanors (usually fines) to felonies (usually fines and/or confinement) depending upon the nature of the substance and the amount possessed and/or distributed.

UNIVERSITY ENFORCEMENT:

Violation of the ethical conduct statement by students and employees will result in disciplinary action. Such action may take the form of suspension or expulsion for students and termination of employment for employees.

AU POLICIES AND RULES—

Unsupervised Children—Amberton University has a policy that: (1) forbids any student or employee to leave minor children unsupervised in the facility or on its property, and (2) prohibits children in classrooms. This policy is based upon the belief that proper care and protection of children take precedence over educational, vocational, or social interests.

Smoke-Free Environment—Both the Garland Campus and the Frisco Center are smoke free environments. Smoking is permitted only at designated areas outside each building. All smoking areas must be maintained litter-free.

Handguns—Licensed or otherwise, it is illegal to have a handgun in your possession while on Amberton University property. The law that authorized the licensing of concealed handguns in Texas did not change the law that bans concealed handguns from being brought onto a university campus.

Graduation Filing Date Nears

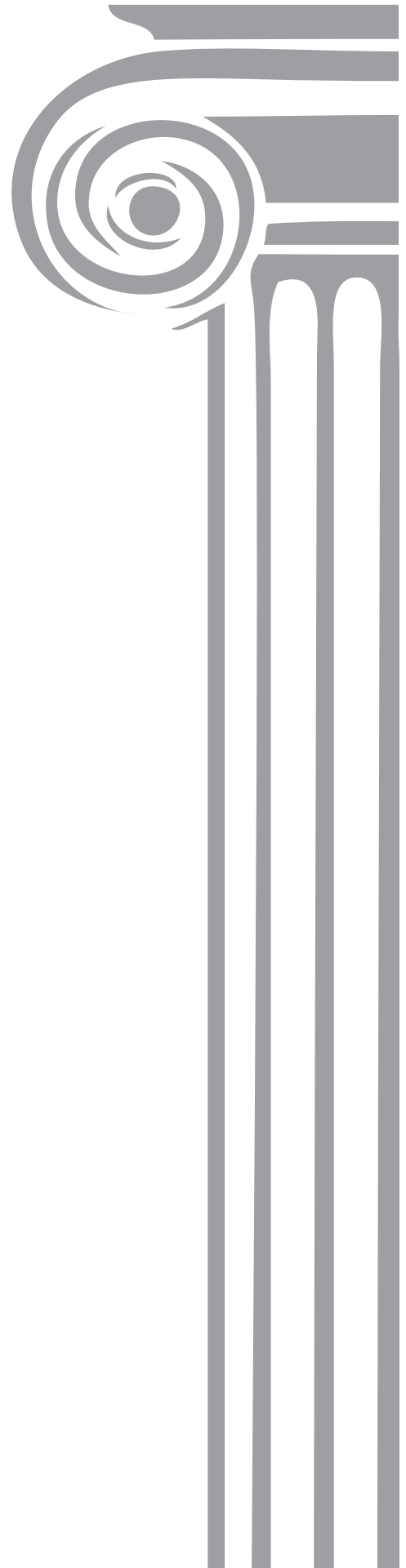
The deadline to file for Fall Graduation is September 18 , 2010. Undergraduate and Graduate students who will complete their degree this session are required to complete a graduation application and submit a \$100 filing fee by the deadline date. The Summer and Fall commencement ceremony will be held Friday, November 19th.

University Upgrades Telephone System

The University's telephone system was recently upgraded and the menu options have changed when you call into the University. Please listen carefully to the opening greeting before attempting to contact a University employee or office.

Amberton Sponsors Women's Empowerment Luncheon

Professional women from the Garland community had the opportunity to learn about Amberton University during the Women's Business Initiative Empowerment Luncheon on August 18th. Amberton Recruiting Director Glenn Sowell addressed the group of more than 60. The WBI event, which offers personal development and business growth presentations to local professionals, was exclusively sponsored by Amberton University.



24/7 Contact Information

Amberton University has made it convenient for personnel to be contacted day or night. Refer to the list below for details.

Telephone Services

When you know the extension, press "1" and then the number for direct access to the person or department called. If you do not know the extension, press 9 for additional extension numbers.

University's Main Number

972.279.6511

To reach any university area, call the number above, then press "1" plus the specific extension number.

Frisco Center 301

Student Services Office

(Admissions, Enrollment, Account or Academic Information)

Next Available Advisor **180**

Catalog & Schedule Requests 164

Library

For Library Assistance **136, 137, or 138**

Other Helpful Numbers

Amberton University Crime Report (24 Hours) **121**

Emergency Number **911**

Fax Services

Administrative

Services Fax

972.279.9773

Use for registration and class changes, account information, or transcript requests only. **DO NOT USE FOR COURSE WORK**—faxes will not be distributed to the faculty.

Faculty Fax

972.686.5890

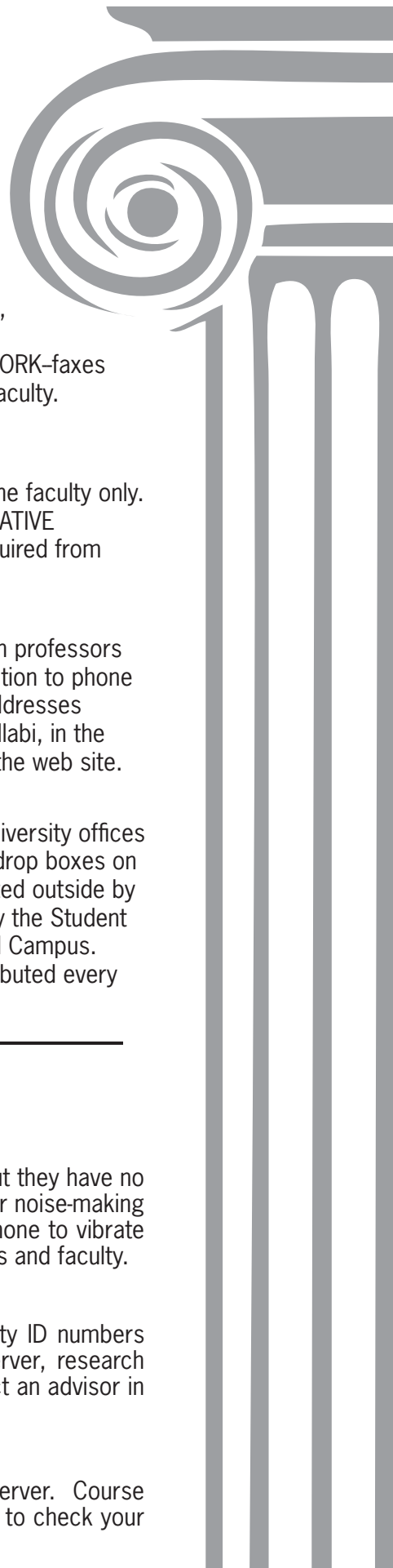
Use for communication with the faculty only. **DO NOT USE FOR ADMINISTRATIVE BUSINESS** - Permission is required from instructor before faxing.

E-mail Access

E-mail access for all Amberton professors and offices is available in addition to phone and fax messaging. E-mail addresses can be found on all course syllabi, in the Schedule of Classes, and on the web site.

Drop Boxes

Documents designated for University offices may be placed in one of two drop boxes on campus. The boxes are located outside by the west entrance or inside by the Student Services Office at the Garland Campus. Items are picked up and distributed every weekday morning.



Reminders...

Cell Phone Use and Etiquette

Cell phones are great for communicating during an individual's private time, but they have no place in the classrooms, offices, or library. All phones, beepers, and any other noise-making types of equipment should be turned off in the classrooms. Switching the phone to vibrate and stepping out into the hall to respond is showing respect for fellow students and faculty.

Student ID Cards

To maintain security, students are required to enter their Amberton University ID numbers when accessing online resources, including the Virtual University, email server, research databases, and course evaluations. If you have misplaced your AU ID, contact an advisor in the Student Services Office for a replacement card.

Accessing Your E-Mail

Each Amberton student receives an e-mail address on the University's mail server. Course syllabi offer directions on how to access your account. You are encouraged to check your e-mail regularly for University announcements.