



WINTER 2023 Schedule of Classes

Winter Dates: December 3rd - February 23rd

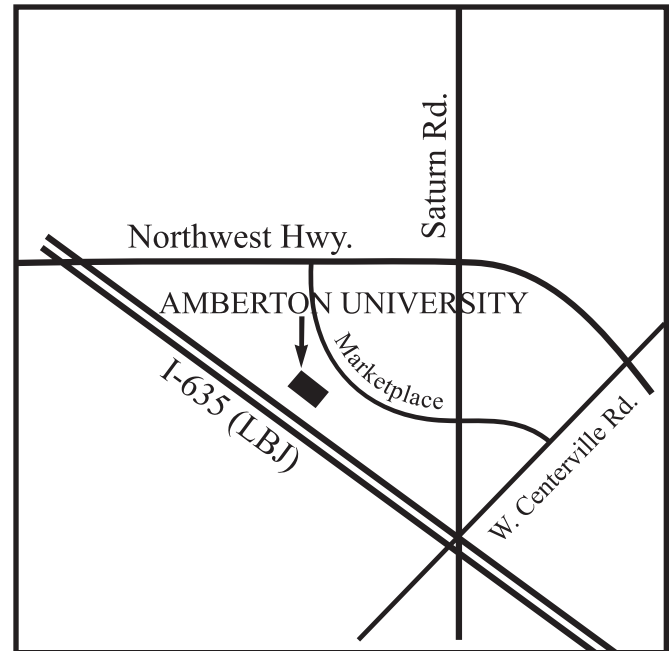
Garland/Frisco/Online | Amberton.edu | 972.279.6511

YOU ARE INVITED TO VISIT OUR FACILITIES...

Adults who are serious about their education can experience for themselves the professional atmosphere of Amberton University. For organizations interested in on-site or retreat-site courses, these are available on a customized basis.

GARLAND CAMPUS
13601 LBJ FWY
Garland, TX 75041-5595
972/279-6511

Amberton University's Garland Campus is conveniently located at I-635 (LBJ Freeway) and Northwest Highway, only 15 minutes from US 75 and the Dallas North Tollway and 20 minutes from SH 190 and downtown Dallas.



FRISCO CENTER
3880 Parkwood Blvd.
Frisco, TX 75034-1928

The Amberton Frisco Center is located at 3880 Parkwood Blvd. From Dallas, go north on the Dallas North Tollway. Take the Gaylord/Warren exit and turn right on Warren Parkway and then turn left on Parkwood Blvd. The Amberton Frisco Center is north of Stonebriar Centre and next to the Frisco Water tower.

Amberton University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur Georgia 30033-4097; phone: 404-679-4501; website: www.sacscoc.org) to award bachelor's and master's degrees; accredited by the Texas Higher Education Coordinating Board; and recognized by the United States Department of Education.

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The University reserves the right to advance and revise requirements for admission, requirements for graduation and degrees, curricula of study, instruction of courses, arrangement of courses, charges for tuition and other fees, and other regulations affecting students, whether incoming or previously enrolled.

Unless otherwise noted, the terms "he" and "he/she" are used interchangeably to denote individuals of either sex.

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ACADEMIC CALENDAR

Amberton University offers four academic sessions per year, allowing greater flexibility in meeting the adult student's needs.

WINTER SESSION 2023 CALENDAR

NOVEMBER 2022

- 01.....Registration for Winter Begins
- 03.....**Virtual Information Session** (Streaming from 6:30pm - 7:30pm)
- 29.....**Virtual Information Session** (Streaming from 6:30pm - 7:30pm)

DECEMBER 2022

- 01.....Last Day to Finalize Registration
(registration must be completed by 6:30 p.m.)
- 03.....First Day of Classes/ *Late Registration Begins (\$25 fee)
- 10.....Late Registration Ends
- 10.....Last Day for 100% Refund
- 10.....Last Day to File for Winter Graduation
- 18-31.....**Student Holiday Break - No Classes**

JANUARY 2023

- 01.....**Student Holiday Break - No Classes**
- 02.....Classes Resume
- 07.....Last Day to Withdraw with a Prorated Refund

FEBRUARY 2023

- 23.....Last Day of Session/Last Day to Withdraw from a Class
with a "W" (Drop must be received by this date.)

DATES FOR SATURDAY CLASSES

Saturday classes begin at 8:30 a.m.

Saturday 1 (SA1): December 03,17; January 14, 28; February 11, 2023

Saturday 2 (SA2): December 10; January 07, 21; February 04, February 18, 2023

GRADUATION FOR WINTER AND SPRING 2023-FRIDAY, MAY 19, 2023

SPRING 2023

Spring Registration Begins: February 1st

Spring Session Dates: Saturday, March 11, 2023 through May 18, 2023

SPECIAL ANNOUNCEMENT

COVID-19 and Campus Operations

The safety and health of the Amberton University community is of great importance to the University's Administration. In light of the current conditions and requirements in place due to COVID-19, Amberton University has made the following changes to our Winter 2023 session in order to assist our students and to protect the health and well-being of all students and faculty:

- Some lecture courses will be offered in a hybrid format (meet in the classroom and complete course work outside of the classroom). Please review the course syllabus for more information on how the course will be offered in the Winter session. Syllabi are available on the University's website under 'Program & Courses' and 'Course Catalog'
- Screens are also available for classrooms to provide social distancing and protection between the faculty and students.
- At this time, face masks are optional for all individuals entering the University's facilities.
- Hand sanitizer stands are available in each lobby area (Garland and Frisco) and in several offices open to the public.
- Both the Garland and Frisco campuses will be open to the public during the day and evening classes (see operating hours on page 6). The Library and other offices open to the public have been modified for social distancing and safety protection for visitors and employees of the University.

GENERAL INFORMATION

CLASS TIMES AND COURSE INFORMATION

DISTANCE LEARNING

Amberton's distance learning courses are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take a distance learning course must have Internet access and be competent in using e-mail and a browser. Students interested in enrolling in Distance Learning Courses must review the course syllabus before enrolling. For more information, see the University's catalog or the Distance Learning section on the website (www.Amberton.edu).

The Student Portal provides University students with access to many different educational tools and technologies to enhance their learning experience. These tools include access to an email system, research resources, course management system, discussion forum, chat room, and academic and financial information. Many of these tools allow students and faculty the opportunity to work together on completing various academic requirements. Additional information on the Student Portal is available on the University's website, www.Amberton.edu. A login link is also provided in the top right corner of the website.

COURSE SYLLABI

The course syllabi are accessible for downloading and printing in the Course Guide provided on the University's website, www.Amberton.edu under 'Programs and Courses.' Search for the course (i.e., CSL6803) and then click on the course in the listing. The syllabi are included with each course listed in the Course Guide below the course description and competencies. Students can use any available computer to print out course syllabi, including the systems in the Computer Labs located in the Garland Campus Learning Resource Center and at the Frisco Center. A student should not register for a course before reading the syllabus. If you need assistance, please contact a Student Advisor at Advisor@Amberton.edu or StudentServices@Amberton.edu or at (972) 279-6511.

THE ELECTRONIC DEGREE PLAN

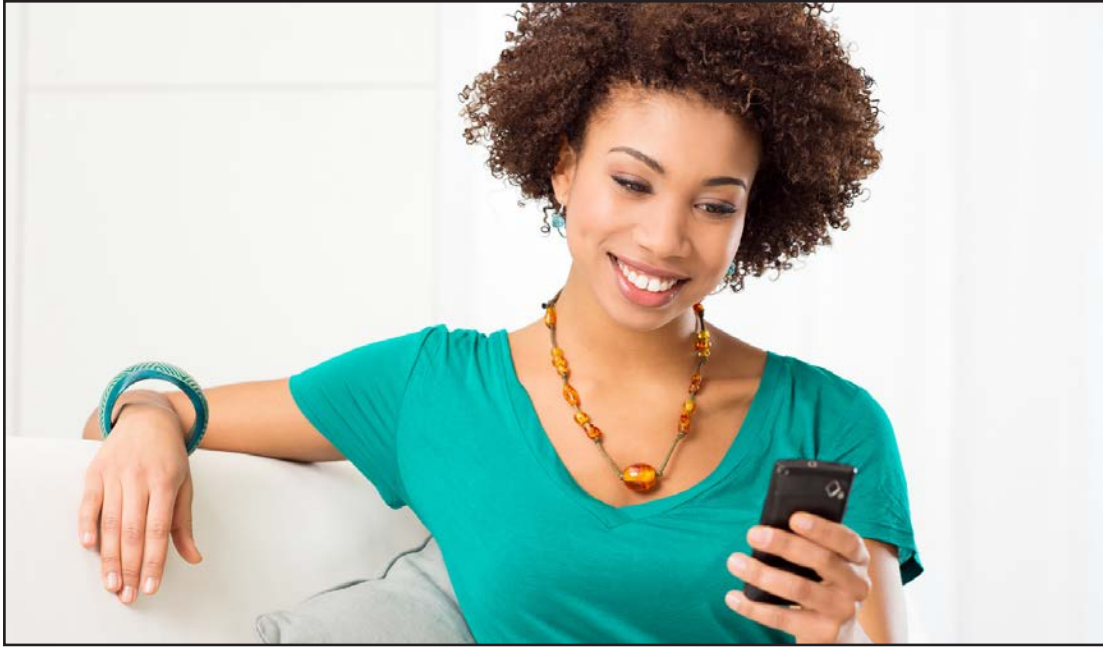
Students can have Amberton University transcribed work and all transfer work electronically evaluated against any degree in the University's Catalog. The Electronic Degree Plan (EDP) produces a printout of satisfied degree requirements as well as requirements that may be deficient relative to the degree selected. The EDP allows a student to compare his/her academic accomplishments against any or all degrees in the catalog. The EDP analyzes a student's records and provides a printed report. See a University advisor for further information on obtaining an EDP. An EDP can also be obtained through the Student Portal.

INCLEMENT WEATHER

The University will not broadcast class closings over radio or television. However, the University will announce any closing over its website. Usually, such an announcement will come no later than four hours in advance of the beginning of classes. For the most part, the University does not close unless conditions are extremely hazardous.



TELEPHONE NUMBERS



Amberton University has an automated telephone system that expedites calls and allows message recording and retrieval 24 hours a day. If you know the extension, dial the extension when prompted. If the extension is not known, dial 0 for the operator. For an emergency, call 0 for the operator. Listed below are the most often requested numbers:

MAIN NUMBER	(972) 279-6511
	EXTENSION
FRISCO CENTER	301
STUDENT SERVICES--Next Available Advisor	180
Advisors are available without an appointment.	
Admission Records	180
Registration Information	180
Student Account Inquiry	180
Transcript Information	180
LIBRARY RESOURCE CENTER--For Library Assistance.	185

ADMINISTRATIVE FAX

(972) 279-9773

This fax is for official administrative business only (withdrawals, registration, etc.). DO NOT use this fax to report class absences or to submit homework.

FACULTY FAX.....

(972) 686-5890

This fax is for homework, reporting class absences, and notes to faculty only. DO NOT use this fax for administrative services.

BUSINESS HOURS

Operating hours subject to change based on the current public health concerns related to COVID-19. Please email Advisor@Amberton.edu or StudentServices@Amberton.edu before visiting campus and/or check the website for any updates.

GARLAND CAMPUS

STUDENT SERVICES

OFFICE HOURS DURING CLASS SESSIONS

Advisors are available during office hours. No appointment is necessary.

Student Services Offices are open during the following hours:

Monday - Thursday	10:00 a.m. to 10:00 p.m.
Friday	10:00 a.m. to 1:30 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	Closed

OFFICE HOURS BETWEEN CLASS SESSIONS

Monday - Thursday	10:00 a.m. to 6:30 p.m.
Friday	10:00 a.m. to 1:30 p.m.
Saturday	10:00 a.m. to 1:30 p.m.
Sunday	Closed

ADMINISTRATIVE OFFICES

University Administrative Offices are open during the following hours:

Monday - Thursday	8:00 a.m. to 5:00 p.m.
Friday	8:00 a.m. to 1:30 p.m.
Saturday	Closed
Sunday	Closed

LIBRARY RESOURCE CENTER

For Library hours between class sessions, call (972) 279-6511, Extension 137.

Hours during class sessions are as follows:

Monday - Thursday	1:00 p.m. to 10:00 p.m.
Friday	10:00 a.m. to 1:30 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	Closed

FRISCO CENTER

For office hours, please call (972) 279-6511

FINANCIAL INFORMATION

All charges in this schedule are subject to change without notice, if conditions make it necessary.

TUITION

PER COURSE..... **\$855.00**

(This rate applies to undergraduates, graduates, in-state and out-of-state students, as well as lecture and distance-learning courses.)

(Tuition is refundable based upon the Refund Policy and Schedule.)

SPECIFIC USE FEES

(Specific use fees are not refundable.)

Course Drop Fee (per each drop).....	\$10.00
Credit Card Rejection Fee (per each occurrence).....	\$25.00
Deferred Payment Fee (charged each session).....	\$5.00
Duplicate Diploma Fee.....	\$15.00
Financial Records Search Fee	\$5.00
Graduation Evaluation Fee (accompanies graduation application and good for one year from date of application)	\$125.00
Grade Change Fee	\$10.00
International New Student Processing Fee (accompanies admission application).....	\$100.00
International Student Reporting Fee (charged each session).....	\$25.00
Late Registration Fee (per each occurrence)	\$25.00
Library Fines (per each day overdue).....	\$00.35
Portfolio Application (per course)	\$50.00
Portfolio Fee (per course when submitted).....	\$200.00
Pre-Practicum and Practicum Fee.....	See Course Listing
Program Fee (mandatory-charged each session)	\$10.00
Returned Check Fee (per each occurrence)	\$25.00
School Counseling Assessment Fee (state mandated-one time fee).....	\$35.00
Technology Fee (mandatory-charged each session)	\$25.00
Transcript Fee (per each transcript ordered).....	\$5.00

PAYMENT TERMS

Amberton University's tuition is among the lowest in the region. The tuition rate is the same regardless of academic level or method of delivery (lecture or distance learning). Amberton does not charge a different tuition rate for out-of-state students.

Payment plans are available to students who demonstrate financial integrity to the satisfaction of the University. Students have the option of paying for their courses at enrollment, making payments throughout the session, or making one payment by the last day of the session. The University is also approved for Title IV Financial Aid and select private educational loans. Employer tuition assistance plans are accepted, with proper documentation. Student accounts are subject to a monthly finance charge of $\frac{3}{4}$ of 1%. Please visit www.Amberton.edu for more information.

Payments can be made in the form of cash, credit cards (VISA, MasterCard, Discover Card, and American Express only), money orders, personal checks, company checks or cashier's checks. All payments submitted to the University must be received in U.S. funds.

REFUND POLICY AND SCHEDULE

A student who officially drops a class during the first week of the session will be entitled to a full refund of tuition. Please read the current catalog for a complete discussion of the Refund Policy. A student who drops a class during this session will be refunded on the following schedule:

DATES	REFUND%
12/03/22 through 12/10/22	100%
12/11/22 through 12/17/22	80%
12/18/22 through 12/24/22	60%
12/25/22 through 12/31/22	40%
01/01/23 through 01/07/23	20%

There is no refund after **01/07/23**. The refund schedule is based on the beginning date of the session. Late registration and/or class absences are not considered exceptions to the refund policy. In the event a refund results in a credit balance on the student's account, the credit balance will remain on file until the student notifies the Business Office—in writing—of its disposition. Credit balances remaining on an account for a period of over 60 days will incur a maintenance fee. Refunds originating from a credit card payment may be credited only to the credit card account.

ADDING OR DROPPING A COURSE (CLASS CHANGES OR WITHDRAWALS)

During the registration period, available courses can be added to your schedule or dropped from your schedule through the online registration portal (link on website and Student Portal). **To be official, when a schedule change is requested in the online registration portal, the 'Submit' button must be clicked. If the change is not submitted, your request(s) will not be processed and any pending class changes will be removed from the system after 48 hours and not processed by the University.**

Complete withdrawals from a session cannot be submitted online. All complete withdrawals must submit the 'Request for Change of Schedule' form available in the Schedule of Classes and on the University's website. A written notice including the student's name and signature, ID number, and course(s) to be changed can be submitted in place of the Change of Schedule Form. The notice may

be submitted in a Student Services Office, mailed to the University, faxed **(972-279-9773)** or emailed **(busoffice@Amberton.edu)**.

Once the registration period has concluded, all course withdrawals must be submitted in writing, no classes can be withdrawn from through the online portal. **NO change is accepted verbally.** The official date of the change is the date the University formally receives the written notice, NOT the postmark date or the date stated in the notice. The University's record concerning a change is indisputable unless the student can provide reliable evidence of an earlier receipt date.

Confirmation of the class change can be viewed in the online registration portal under the 'My Schedule' link once the University has processed the request or in the Student Services Online system inside the Student Portal. In the event the student does not see the course change within 3 working days, the student is to contact the University.



PAYMENT OPTIONS

OUR PHILOSOPHY

Amberton University's philosophy is to provide an affordable, quality education at a reasonable cost. In keeping with this philosophy, all tuition and fees are due and payable at the time of enrollment. However, for students with acceptable credit, the University offers the following convenient payment options.

PAYMENT METHODS

Payments can be submitted to the University in the form of cash, checks, money orders, cashier's checks, and credit cards (**VISA, MasterCard, Discover Card, and American Express only**). Payments can be mailed, submitted at the Student Services Offices in Garland and Frisco, and faxed. **Credit/debit card payments can also be made online through the Student Portal and the Online Registration Portal.**

PAYMENT DEFERRAL

Students who can prove financial integrity to the satisfaction of the University may make application to defer their educational costs when enrolling. To apply for the payment deferral program, select the correct payment option when enrolling online.

EMPLOYER TUITION ASSISTANCE

Many employers provide tuition assistance for their employees. Explore your options by visiting your employer's Human Resources Personnel Office about tuition reimbursement benefits.

VETERANS BENEFITS

Amberton University is approved to administer the Veteran's Educational Benefits Program. Contact a Student Advisor or refer to the Amberton University Catalog 2021-2022 for more information. Information is also available on the University's website, www.Amberton.edu, under Help and Advice.

TITLE IV FINANCIAL AID

The University is certified to participate in Title IV financial aid programs for undergraduate and graduate degree students and programs. For more information on financial aid programs and eligibility, please visit <https://Studentaid.gov>, speak to a Student Advisor at **(972) 279-6511 option # 4**, or email finaid@Amberton.edu.

SALLIE MAE® SMART OPTION STUDENT LOAN®

The Sallie Mae® Smart Option Student Loan® is a private, credit-based, school-certified student loan for student borrowers enrolled at least half time. For information about the application process visit [Sallie Mae® \(http://www.salliemae.com\)](http://www.salliemae.com).

DISCOVER LOAN INFORMATION

Discover Student Loans are private, credit-based, school-certified loans available to undergraduate and graduate students. For more information about the application process, please visit <https://www.discover.com/student-loans>.

Students applying for a private education loan must complete the **Amberton University Private Education Loan Worksheet** and return it to the University prior to applying for the loan. The Worksheet may be found on the University's website, www.Amberton.edu, in the Forms and Publications section. Email inquiries to finaid@amberton.edu.

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OFFICE EXTENSION NUMBERS and E-MAIL ADDRESSES

ADMINISTRATION

President	Dr. Melinda Reagan	122.....	President@Amberton.edu
Vice President for Administrative Services	Dr. Brent Bradshaw	141.....	VPAdmin@Amberton.edu
Vice President for Strategic Services	Dr. Jo Lynn Loyd	126.....	VPSS@Amberton.edu
Academic Dean	Dr. Blair Stephenson	170.....	AcadDean@Amberton.edu
Academic Advising		180.....	Advisor@Amberton.edu
University Publications		164.....	Info@Amberton.edu
Library Assistance		137.....	Library@Amberton.edu
Frisco Center		301.....	AUFrisco@Amberton.edu
Financial Aid		173.....	FinAid@Amberton.edu

FACULTY

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Hill, Dr. Deborah.....	211	DHill@Amberton.edu
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Johnson, Dr. Ken.....	160	KJohnson@Amberton.edu
Johnson, Dr. Pamela.....	147	PJohnson@Amberton.edu
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Loyd, Dr. Jo Lynn	126	JLoyd@Amberton.edu

Massey, Dr. Les.....	229	LMassey@Amberton.edu
Millican, Dr. Vicki	151	VMillican@Amberton.edu
Moffitt, Ms. Carla	139	CMoffitt@Amberton.edu
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Palmer, Dr. Carol	158	CPalmer@Amberton.edu
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Richey, Dr. Douglas	245	DRichey@Amberton.edu
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Rupe, Dr. Robert	258	RRupe@Amberton.edu
Sanchez, Dr. DiAnn	163	DSanchez@Amberton.edu
Schultz, Dr. Jonathan	153	JSchultz@Amberton.edu
Springer, Dr. Verlene.....	230	VSpringer@Amberton.edu
Stephenson, Dr. Blair	172	BStephenson@Amberton.edu
Swiger, Mr. Stephen.....	205	SSwiger@Amberton.edu
Thompson, Dr. Ben.....	252	BThompson@Amberton.edu
Tidwell, Dr. Steven	169	STidwell@Amberton.edu
Trulson, Dr. Michael	249	MTrulson@Amberton.edu
Van Hamme, Dr. Jerry.....	207	JVan Hamme@Amberton.edu
Werema, Dr. Gilbert.....	247	GWerema@Amberton.edu
Wright, Dr. LeAndrian.....	250	LWright@Amberton.edu

GRADUATE LECTURE COURSES GARLAND CAMPUS

Monday - Thursday classes begin at 6:30 p.m. Saturday classes begin at 8:30 a.m.

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
COMMUNICATION				
CSL6760.01	ADDICTION COUNSELING	Ross	WED	18
CSL6785.01	TRAUMA COUNSELING	Johnson, P	WED	19
CSL6805.01	GROUP COUNSELING/THERAPY	Ross	MON	17
CSL6839.01	PRE-PRAC PROFESS CNSLG	Johnson, K	WED	17
CSL6870.01	SCHOOL CSL PRACTICUM I **	Millican	TUE	8
CSL6875.01	SCHOOL CSL PRACTICUM II ***	Millican	WED	8
CSL6880.01	SCHOOL CSL PRACTICUM III ***	Millican	WED	8
REQUIRED GRADUATE STUDIES				
RGS6035.01	RESEARCH METHODS	Pendleton	MON	19

Practicum School Counseling Fee \$175 **

Practicum School Counseling Fee \$200 ***

NOTE: Business Administration course requirements may be fulfilled by courses from Accounting, Business, Economics, Finance, Management, Management Information Systems, and Marketing.

GRADUATE LECTURE COURSES FRISCO CENTER

Monday - Thursday classes begin at 6:30 p.m. Saturday classes begin at 8:30 a.m.

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
COUNSELING				
CSL6792.21	COUPLES THERAPY	Hebbard	SA2	F3
CSL6825.21	MARRIAGE/FAMILY THERAPY	Hebbard	TUE	F1
CSL6833.21	CNSLG CHILDREN & ADOLESC	Hurbough	WED	F3
CSL6837.21	STRAT BEHAVIOR INTERVENT	Moffitt	SA1	F1

NOTE: Business Administration course requirements may be fulfilled by courses from Accounting, Business, Economics, Finance, Management, Management Information Systems, and Marketing.

UNDERGRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
ACCOUNTING			
ACC2112.E1	MANAGERIAL ACCOUNTING	Swiger	DL
ACC3115.E1	INTERMEDIATE ACCT II	Swiger	DL
ACC3117.E1	COST ACCOUNTING	Price	DL
BUSINESS			
BUS3101.E1	BUSINESS LAW	Campbell	DL
BUS3104.E1	STATISTICAL ANALYSIS I	Ohlhausen	DL
BUS3305.E1	MANAGEMENT FUNDAMENTALS	Wright	DL
BUS3310.E1	COMP BUSINESS ANALYSIS	Schultz	DL
BUS4113.E1	ACCT & FINANCE FOR MNGRS	Price	DL
BUS4425.E1	ENTREPRENEURSHIP	Tidwell	DL
COMMUNICATION			
COM3401.E1	PUBLIC SPEAKING	Redd	DL
COM3461.E1	TECHNICAL WRITING	Richey, J	DL
COM3469.E1	MANAGERIAL COMMUNICATION	Nyamandi	DL
COM4407.E1	NONVERBAL COMMUNICATION	Nyamandi	DL
ECONOMICS			
ECO2131.E1	PRIN OF MACROECONOMICS	Werema	DL
ENGLISH			
ENG1001.E1	COMPOSITION & RHETORIC	Richey, J	DL
FINANCE			
FIN3137.E1	BUSINESS FINANCE	Thompson	DL
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD3173.E1	ORGANIZATIONAL BEHAVIOR	Trulson	DL
HBD4722.E1	DEVELOP HUMAN POTENTIAL	Page	DL
HBD4735.E1	HUMAN RESOURCE INVENTORY	Page	DL
HBD4752.E1	POWER/WISDOM OF LOVE	Hedgpeth	DL
HBD4759.E1	STRESS MANAGEMENT	Paul	DL
HISTORY			
HIS1011.E1	AMERICAN HISTORY TO 1877	Schultz	DL

UNDERGRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
MATHEMATICS			
MAT1014.E1	SURVEY OF MATHEMATICS	Johnston	DL
MAT1022.E1	QUANTITATIVE METHODS II	Richey, D	DL
MANAGEMENT			
MGT4174.E1	PERSONNEL MANAGEMENT	Pennington	DL
MGT4193.E1	NEGOTIATION SKILLS	Tidwell	DL
MGT4199.E1	BUSINESS ADMIN & POLICY	Breen	DL
MGT4203.E1	OPERATIONS MANAGEMENT	Reagan, ME	DL
MGT4495.E1	PROJ MGMT FOUNDATIONS	Burton	DL
MGT4497.E1	PROJ PRINCPL/TEAM PERFRM	Breen	DL
MGT4502.E1	PROJ BUDGET & PROCUREMNT	Darnell	DL
MGT4504.E1	PROJ STKHLDR ENGAGE/COMM	Stephenson	DL
MGT4620.E1	MANAGE VIRTUAL TEAMS	Palmer	DL
MGT4650.E1	CONTEMPORARY MGMT ISSUES	Palmer	DL
MGT4755.E1	ENTREPRENEURSHIP IMLEMNT	Schultz	DL
MARKETING			
MKT3151.E1	MARKETING FUNDAMENTALS	Allison	DL
MKT4280.E1	DIGIT ADVERT & NEW MEDIA	Allison	DL
RELIGION			
REL3034.E1	JOURNEYS OF PAUL	Massey	DL
SCIENCE			
SCI1026.E1	BIOLOGY/HEALTHFUL LIVING	Patton	DL

NOTE: Business Administration course requirements may be fulfilled by courses from Accounting, Business, Economics, Finance, Management, Management Information Systems, and Marketing.

GRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
ACCOUNTING			
ACC6120.E1	ACCOUNTING INFO SYSTEMS	Price	DL
BUSINESS			
BUS5425.E1	ENTREPRENEURSHIP	Tidwell	DL
COMMUNICATION			
COM5401.E1	PUBLIC SPEAKING	Redd	DL
COM5469.E1	MANAGERIAL COMMUNICATION	Nyamandi	DL
COM5407.E1	NONVERBAL COMMUNICATION	Nyamandi	DL
COM6420.E1	CULTURAL COMMUNICATION	Redd	DL
COUNSELING			
CSL6720.E1	CHRISTIAN COUNSELING	Paul	DL
CSL6740.E1	COUNSELING ETHICS	Moffitt	DL
CSL6745.E1	SCHOOL COUNSELING ETHICS	Moffitt	DL
CSL6765.E1	CRISIS COUNSELING	Johnson, P	DL
CSL6770.E1	ADV COUNSELING ETHICS	Johnson, K	DL
CSL6779.E1	COUNSELING IN SCHOOLS	Hurbough	DL
CSL6780.E1	PROFESSIONAL COUNSELING	Springer	DL
CSL6782.E1	THEORIES/METHODS CNSLG	Millican	DL
CSL6796.E1	ADULT/GERIAT PSYCHOPATH	Armstrong	DL
CSL6798.E1	CHILD/ADOL PSYCHOPATH	Armstrong	DL
CSL6800.E1	COUNSELING ASSESSMENT	Bedard	DL
CSL6801.E1	LIFE SPAN DEVELOPMENT	Flatt	DL
CSL6803.E1	CAREER CNSLG/GUIDANCE	Johnson, P	DL
CSL6830.E1	ADV CNSLG SKILLS & TECH	Bedard	DL
CSL6832.E1	MULTICULTURAL COUNSELING	Johnson, P	DL
CSL6840.E1	PRACTICUM I *	Johnson, K	DL
CSL6845.E1	PRACTICUM II *	Bedard	DL
CSL6850.E1	PRACTICUM III *	Johnson, K	DL
CSL6860.E1	PRAC EXP CHRISTIAN CNSLG	Paul	DL
CSL6865.E1	EXTENDED PRACTICUM	Bedard	DL
ECONOMICS			
ECO6140.E1	MANAGERIAL ECONOMICS	Werema	DL
FINANCE			
FIN6186.E1	MANAGERIAL FINANCE	Thompson	DL
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD5173.E1	ORGANIZATIONAL BEHAVIOR	Trulson	DL
HBD5722.E1	DEVELOP HUMAN POTENTIAL	Page	DL
HBD5735.E1	HUMAN RESOURCE INVENTORY	Page	DL
HBD5752.E1	POWER/WISDOM OF LOVE	Hedgpeth	DL
HBD5759.E1	STRESS MANAGEMENT	Paul	DL
HBD6768.E1	AGING AND END OF LIFE	Herring	DL
HBD6771.E1	CONFLICT MGMT/RESOLUTION	Paul	DL
HBD6776.E1	LDRSHP THEORIES/PRACTICE	Bradshaw	DL

Practicum Fee \$100 *

GRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
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HUMAN RESOURCES AND TRAINING

HRT6550.E1	ADULT LEARNING:WORKPLACE	Rupe	DL
HRT6560.E1	ORGANIZATIONAL CULTURE	Hill	DL
HRT6570.E1	LEADERSHIP AND TEAM DEV	Reagan, ME	DL
HRT6585.E1	FACILITATION & CONSULT	Rupe	DL
HRT6595.E1	DEI IMPLEMENTATION	Sanchez	DL

MANAGEMENT

MGT5193.E1	NEGOTIATION SKILLS	Tidwell	DL
MGT5203.E1	OPERATIONS MANAGEMENT	Reagan, ME	DL
MGT5620.E1	MANAGE VIRTUAL TEAMS	Palmer	DL
MGT5650.E1	CONTEMPORARY MGMT ISSUES	Palmer	DL
MGT6755.E1	ENTREPRENEURSHIP IMPLMNT	Schultz	DL
MGT6151.E1	PRO VALU/DLVRY/STRAT/PLN	Darnell	DL
MGT6153.E1	PROJ UNCERT/MSR/DLVR MDL	Burton	DL
MGT6172.E1	HR MANAGEMENT LAW	Peters	DL
MGT6175.E1	MGMT:RSPNSBLTY/PRACTICE	Palmer	DL
MGT6177.E1	HUMAN RESOURCE MGMT	Hill	DL
MGT6203.E1	STRATEGIC MANAGEMENT	Tidwell	DL
MGT6220.E1	MANAGE GLOBAL WORKFORCE	Sanchez	DL
MGT6430.E1	ADV PERFORMANCE MGMT	Sanchez	DL
MGT6485.E1	HR MGMT APPLICATIONS	Sanchez	DL
MGT6515.E1	AGILE FRAMEWORKS	Darnell	DL
MGT6525.E1	AGILE VALUE DELIVERY	Darnell	DL

MARKETING

MKT5280.E1	DIGIT ADVERT & NEW MEDIA	Allison	DL
MKT6450.E1	COMP MARKET ANALYTICS	Kasztelnik	DL

REQUIRED GRADUATE STUDIES

RGS6035.E1	RESEARCH METHODS	Schultz	DL
RGS6035.E2	RESEARCH METHODS	Pendleton	DL
RGS6036.E1	ETHICS:DECISION MAKING	Loyd	DL
RGS6036.E2	ETHICS:DECISION MAKING	Van Hamme	DL

NOTE: Business Administration course requirements may be fulfilled by courses from Accounting, Business, Economics, Finance, Management, Management Information Systems, and Marketing.

Join Us For A Streaming Information Session!
November 03, 2022 from 6:30pm - 7:30pm
November 29, 2022 from 6:30pm - 7:30pm



Learn more about Amberton University by attending one of our Online Information Sessions. Prospective students attending will receive:

- An Overview of Amberton University
- Information on University Degrees & Specialization Program Requirements
- Instructions on the Admission & Registration Process
- Information on Course Delivery Methods and Scheduling
 - Tips for the First Day of Class
 - Plus, much more!

**Contact us at info@amberton.edu
to RSVP for one of our Online Information Sessions.**

UNDERGRADUATE PROGRAMS

BACHELOR OF ARTS

Professional Development

BACHELOR OF BUSINESS ADMINISTRATION

Accounting *

Public Accounting Track

Management Accounting Track

BBA/MBA Dual Degree Program Accounting

Entrepreneurship

General Business *

Management *

Project Management *

BACHELOR OF SCIENCE

Applied Studies

Human Relations and Business

GRADUATE PROGRAMS

MASTER OF ARTS

Marriage and Family Therapy **

Professional Counseling **

Professional Development

School Counseling **

MASTER OF BUSINESS ADMINISTRATION

Accounting

Entrepreneurship

General Business *

Management *

Project Management *

Strategic Leadership *

MASTER OF SCIENCE

Agile Project Management *

Enterprise Analytics

Family Studies

Family Studies with a Specialization
in Christian Counseling

Human Relations and Business

Human Resource Management

Human Resource Training and Development

Managerial Science *

* These programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

** Students must reside in Texas. These degrees meet licensure requirements for the state of Texas.

DEGREE PROGRAM METHODS OF DELIVERY

	<u>Classroom**</u>	<u>DL*</u>
BA Professional Development	✓	✓
BBA Accounting	✓	✓
BBA/MBA Dual Degree Program Accounting	✓	✓
BBA Entrepreneurship	✓	✓
BBA General Business	✓	✓
BBA Management	✓	✓
BBA Project Management	✓	✓
BS Applied Studies	✓	✓
BS Human Relations & Business	✓	✓
MA Marriage and Family Therapy	✓	
MA Professional Counseling	✓	
MA Professional Development	✓	✓
MA School Counseling	✓	
MBA Accounting	✓	✓
MBA Entrepreneurship	✓	✓
MBA General Business	✓	✓
MBA Management	✓	✓
MBA Project Management	✓	✓
MBA Strategic Leadership	✓	✓
MS Agile Project Management	✓	✓
MS Enterprise Analytics	✓	✓
MS Family Studies	✓	✓
MS Family Studies with a Specialization in Christian Counseling	✓	✓
MS Human Relations & Business	✓	✓
MS Human Resource Management	✓	✓
MS Human Resource Training & Development	✓	✓
MS Managerial Science	✓	✓

** Classroom degree programs can be completed with a combination of classroom and online courses.

* Distance Learning degree programs are available via the Internet with no on-campus attendance required.

AMBERTON UNIVERSITY CERTIFICATION PROGRAMS

Amberton University offers a number of certification programs for those individuals seeking to enhance their professional skills and marketability in the workforce. Students must meet University general admission requirements for enrollment.

- **Graduate and Undergraduate Level Programs Available**
- **Three College Credit Hours Awarded Per Certification Course**
- **Courses May Be Applied to a Degree Program**

UNDERGRADUATE CERTIFICATIONS

Business Management Essentials
Customer Service
Digital Marketing
Entrepreneurship
Executive Communication Skills
Project Management

GRADUATE CERTIFICATIONS

Applied Business Analytics
Adult Training and Development
Change Management
Christian Counseling
Conflict Management and Resolution
Customer Service
Digital Marketing
Diversity Awareness
Diversity, Equity and Inclusion
Entrepreneurship
Executive Communication Skills
Executive Leadership
Human Resource Management
Project Management

For additional information call (972) 279-6511 or visit www.Amberton.edu.

ADMISSION INSTRUCTIONS

STEP ONE:

Complete the **APPLICATION FOR ADMISSION** if you:

- A. Are a mature adult with employment experience, and
- B. Have successfully completed academic work from an accredited college or university,**
AND
- C. Are in good standing from the last institution attended**
OR
- D. Are a returning student after three years absence.**

Complete the online application by clicking on the 'Apply Now button' on the University's website, www.Amberton.edu. A paper admission application can also be faxed, mailed or hand delivered to the University. No admission fee is required. Please note: Due to program delivery methods, not all degree programs are available to International students with F-1 status. Please consult with international student advisors prior to applying for admission. Because the admission application requires a social security number, please do not submit the application by email.

If you are applying for admission to pursue a Master of Arts School Counseling degree, you must also complete the School Counselor Certification Program Application which is available on the University's website, www.Amberton.edu, under 'Forms & Publications'. You must be admitted to the University and be formally accepted into the School Counselor Certification program prior to taking courses applicable to the degree.

International students should review the International Student Admission Requirements before applying for admission. The requirements are located on the University's website, www.Amberton.edu, and in the University's Catalog. If you have any questions, please contact a Student Advisor. **International students must complete a paper admission application.**

Students applying online will receive an email notifying them of their admission status. Within a week, you will also receive a letter confirming this status along with your student identification number

and additional information. Once you are admitted, you may register online for the upcoming session during open enrollment periods. Refer to the Registration Instructions on page 23 for assistance. Also, please email student advisors at Advisor@Amberton.edu, if you need any help with accessing syllabi, selecting courses, or registering for classes.

STEP TWO:

If you have not already done so, order and provide official transcripts from colleges and universities previously attended. Transcript request forms are provided for your convenience online and in the Student Services Offices. You can visit https://www.amberton.edu/media/Forms/Transcript_Other_School.pdf to "Request Transcripts from Other Institutions". As transcripts are received, they will be evaluated. A TCR for each transcript evaluated is accessible through the Student Portal. TCR's are used in the preparation of your degree plan. If you have any questions regarding your TCR, please email Advisor@amberton.edu.

Graduate students who have completed a standard graduate entrance examination (GRE, GMAT, MAT) in the last six years may want to provide an official copy of their scores (not required).



REGISTRATION INSTRUCTIONS

STEP ONE:

Review your degree plan, required courses, and the Schedule of Classes for available courses prior to enrolling. Review the syllabi for selected course(s). They are available on the University's website, www.Amberton.edu, under 'Programs and Courses' and the Course Guide. Search for a specific course (i.e., CSL6800, RGS6035, etc.) and review the session's course syllabus.

STEP TWO:

Registration can be submitted through the University's online registration portal. Online registration is a one-step registration process. Once submitted online, your registration is completed and finalized. **There are no forms to sign and return to the University. If you will be paying in full for your charges and not deferring payment, the full payment is due before December 01, 2022.**

Detailed step-by-step instructions are available on the University's website, www.Amberton.edu, by clicking on the 'Register Online' button when registration opens and under the 'Forms & Publications' section of the website. These instructions provide information on how to access the online registration portal, how to enroll in courses, and FAQs.

If you have a restriction on your account that prohibits online registration, please contact a Student Advisor at (972) 279-6511 option # 4 or Advisor@Amberton.edu for the paperwork and steps to complete an alternative enrollment.

Notes:

1. Course load is limited to:
 - a. Undergraduate 12 hours
 - b. Graduate 9 hours
2. If a course has a stated prerequisite in the University's Catalog, you must have completed the prerequisite for a course or be currently enrolled in the prerequisite course before you can register for the course.
3. Remember to click the 'Submit' button when registering online in order to submit your enrollment for processing. Any pending registration request will be cancelled and removed from the system after 48 hours.
4. Students registering for online courses follow the same procedures stated above. Access to course information is available on the first day of the session.
5. Students who do not complete the registration process before the first day of the session may enroll during Late Registration. A \$ 25.00 late fee is applied and enrollment is limited to available online courses and lecture courses which have not met.



AMBERTON UNIVERSITY

APPLICATION FOR ADMISSION AND RE-ADMISSION

Application is to be completed by all new students and all former Amberton University students who have not been enrolled for three (3) or more years. In accordance with the American With Disabilities Act (ADA), please complete the reverse side.*

Please note: Due to program delivery methods, not all degree programs are available to International students with F-1 status. Please consult with international student advisors prior to applying for admission for degree advising.

ENTRY DATE: ___ Fall ___ Winter ___ Spring ___ Summer YEAR _____

PERSONAL DATA: Social Security Number _____ - _____ - _____

First Name: _____ **Last:** _____

Address: _____

City/State/Zip: _____

Phone: Daytime: _____ **Cell:** _____

Text?: ___ Yes ___ No (school closings/important information)

E-mail Address: _____

Date of Birth: _____ (MM/DD/YY)

Years of Employment: ___ **Employer:** _____

U.S. Citizen/Permanent Resident:

___ Yes

___ No, identify Country of Origin: _____

Immigration Status: _____

Ethnicity: Hispanic/Latino ___ Yes ___ No

Race: ___ White (1) ___ Amer Indian/Alaska Native (2)

___ Black or African Amer (3) ___ Asian (4)

___ Hawaiian/Pacific Islander(7) ___ Unknown (6)

Sex: ___ Male ___ Female

EDUCATIONAL DATA:

Classification: Applying for ___ Undergraduate ___ Graduate level at AU.

Degree Code _____ (Degree codes have been updated. Please refer to codes on page 27)

Non-Degree Seeking _____

List in chronological order, all colleges and universities attended:

Name	City/State	Dates	Hrs Completed	Degree(s)
		Attended	(No Degree)	Awarded

COMPLETE THE INFORMATION ON THE NEXT PAGE

If you are on academic or disciplinary probation or suspension from the last college attended, please explain in space below.

Have you ever been enrolled at Amberton University before?

_____No _____Yes (Date last enrolled: _____)

Identify any names different from the name on the front of the application that might be on transcripts you have sent to Amberton University:

I certify that the information I have provided is correct. If my application is accepted, I agree to abide by the policies, rules, regulations, and ethical standards of the University. I further understand that the willful submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary action. In addition, I authorize University officials to verify any information relevant to my acceptance and/or continued enrollment with the University, including but not limited to the right to request the verification of degrees and/or courses completed at transferring institutions.

Signature **Date**

***American With Disabilities Act (ADA)**

Please attach a description of the nature of your disability and the special accommodation desired.

VIRTUAL BOOKSTORE

TEXTBOOKS
AVAILABLE

Visit [Amberton.ecampus.com](https://amberton.ecampus.com) to access
the Amberton University virtual bookstore.

- Order textbooks online 24/7.
- All of your books available in one place.
- Have your books delivered directly to your door.
- Cash back for selling textbooks

AMBERTON 
A UNIVERSITY DESIGNED FOR WORKING ADULTS

Questions? Contact the Virtual Bookstore Program Customer
Service Team at 1-877-284-6744 or bookstore@ecampus.com

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UNDERGRADUATE & GRADUATE DEGREE PROGRAM CODES

UNDERGRADUATE

- BA** Professional Development (14)
- BBA** Accounting
 - Public Accounting Track (66)
 - Management Accounting Track (68)
- BBA/MBA** Dual Degree Program Accounting (67)
- BBA** Entrepreneurship (64)
- BBA** General Business (31)
- BBA** Management (32)
- BBA** Project Management (36)
- BS** Applied Studies (34)
- BS** Human Relations and Business (35)
- Undecided (19)

GRADUATE

- MA** Marriage and Family Therapy (48)
- MA** Professional Counseling (53)
- MA** Professional Development (17)
- MA** School Counseling (61)
- MBA** Accounting (57)
- MBA** Entrepreneurship (65)
- MBA** General Business (42)
- MBA** Management (43)
- MBA** Project Management (39)
- MBA** Strategic Leadership (44)
- MS** Agile Project Management (49)
- MS** Enterprise Analytics (58)
- MS** Family Studies (45)
- MS** Family Studies with a Specialization in Christian Counseling (55)
- MS** Human Relations and Business (11)
- MS** Human Resource Management (50)
- MS** Human Resource Training and Development (46)
- MS** Managerial Science (47)
- Undecided (19)

ADDITIONAL DEGREE CHOICES FOR FORMER AMBERTON STUDENTS ONLY

A student who selects one of the following “discontinued/replaced” degrees must (1) have been in attendance and enrolled for the degree prior to the Fall 2022 session and, (2) must complete all degree requirements by the dates specified below for each degree. These degree options will be discontinued and unavailable after the dates below. If all degree requirements cannot be completed by the given date, the student must select a degree from the list above.

- | | |
|--|--|
| BBA Accounting (37) | (program to be completed by August 22, 2024) |
| BBA Management Accounting (63) | (program to be completed by August 22, 2024) |
| MBA International Business (38) | (program to be completed by August 22, 2024) |

AMBERTON UNIVERSITY REQUEST FOR A CHANGE OF SCHEDULE

INDICATE SESSION FOR WHICH CHANGE IS BEING MADE:

____ SPRING ____ SUMMER ____ FALL ____ WINTER ____ YEAR

STUDENT ID (AU ID or SSN): _____

Name: _____

Phone number where you may be reached during the day: _____

Please check if you are receiving:

VA BENEFITS: _____ FINANCIAL AID: _____

I request to DROP the following course(s): Dept./Course #/Section #/Course Name.
There is a \$10 fee for each course dropped. This charge will be added to your account.

1. _____

2. _____

Are you withdrawing from all the courses in which you are enrolled? _____ Yes _____ No

I request to ADD the following course(s): Dept./Course #/Section #/Course Name.

1. _____

2. _____

I accept the academic and financial responsibility for the requested change(s). I understand I will receive a confirmation of these changes after they have been processed.

Student's Signature: _____ Date: _____

DELIVER, MAIL, OR FAX THIS FORM TO THE UNIVERSITY.

Mailing Address: Amberton University
 13601 LBJ FWY
 Garland, TX 75041-5595
FAX Number: (972) 279-9773

IF YOU ARE RECEIVING A REFUND, FILL OUT THE FOLLOWING INFORMATION:

____ PLEASE CREDIT MY CREDIT CARD ACCOUNT

____ PLEASE HOLD THE CHECK, I WILL PICK IT UP

____ PLEASE MAIL THE CHECK TO:

ADDRESS: _____

CITY/ST/ZIP: _____

AMBERTON UNIVERSITY CREDIT CARD PAYMENT OPTION



Students may pay their educational charges with cash, check, or credit card (VISA, MasterCard, Discover Card, and American Express only). To make payment by credit card, complete this form giving ALL requested information. Return the form by fax (972/279-9773), mail, or in person to the University.

In order to pay obligations to Amberton University, I hereby authorize my credit card to be charged with the amount indicated below. Your card will be declined if your limit, credit or daily, is exceeded. I understand if my card is declined, I will be charged a handling fee of \$25.00. If I do not make the payment good within 10 days, I understand my entire balance becomes due and I am subject to suspension from the University.

Student's Name: _____

Student's ID (SSN or AU ID): _____

Amount Authorized for Charge: \$ _____

Credit Card:

Number: _____ - _____ - _____

Expiration Date: _____ / _____
 Month Year

Cardholder's Printed Name: _____

Cardholder's Signature: X _____

Cardholder's Billing:

Address: _____

City/State: _____ **Zip:** _____

Daytime Phone Number: (_____) _____ - _____