



Fall Schedule of Classes

2023

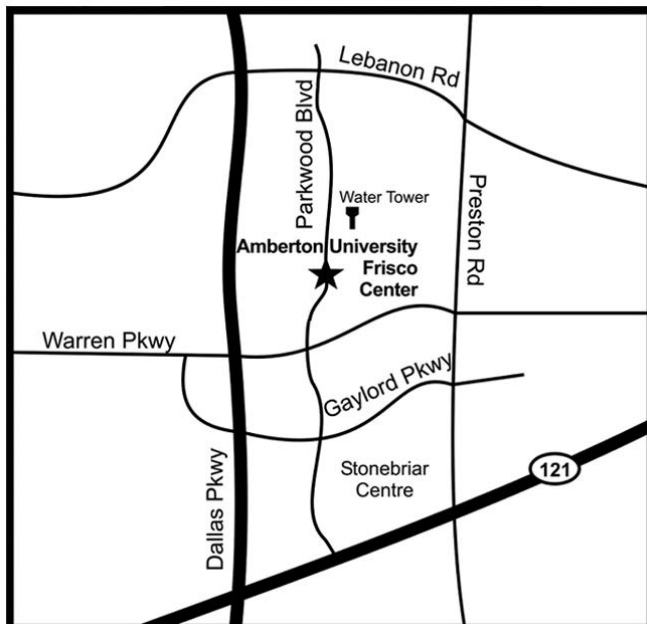
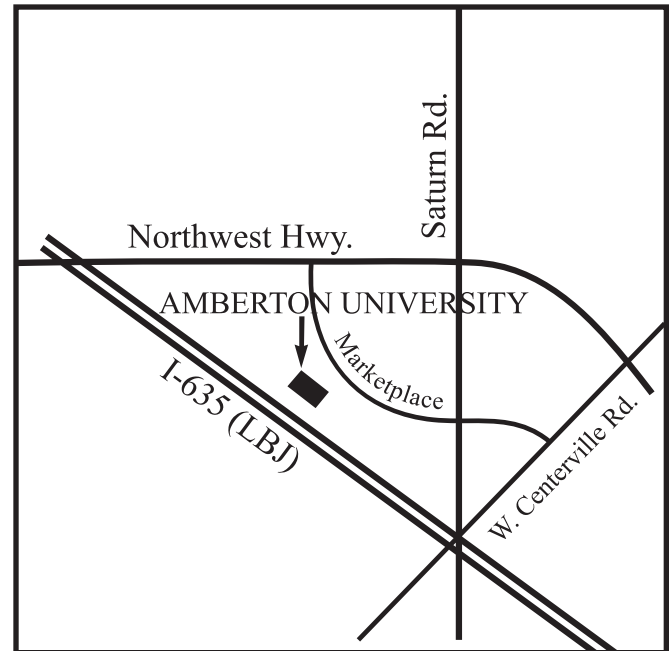
Degrees Designed
for Working Adults!

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 75041-4707
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.

Published by Amberton University, 2023

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.

FALL SESSION 2023 CALENDAR

AUGUST 2023

01.....Registration for Fall Begins

03.....**Virtual Information Session** (Streaming from 6:30pm - 7:30pm)

26.....**Virtual Information Session** (Streaming from 12:00pm - 1:00pm)

SEPTEMBER 2023

07.....Last Day to Finalize Registration

(registration must be completed by 6:30 p.m.)

09.....First Day of Classes/ *Late Registration Begins (\$25 fee)

16.....Late Registration Ends

16.....Last Day for 100% Refund

16.....Last Day to File for Fall Graduation

OCTOBER 2023

14.....Last Day to Withdraw with a Prorated Refund

NOVEMBER 2023

16.....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): September 09, 23; October 07, 21; November 04, 2023

Saturday 2 (SA2): September 16, 30; October 14, 28; November 11, 2023

GRADUATION FOR SUMMER AND FALL 2023-FRIDAY, NOVEMBER 17, 2023

WINTER 2024

Winter Registration Begins: November 1st

Winter Session Dates: Saturday, December 02, 2023 through February 22, 2024



Enhance your professional skills with Amberton's New Agile Project Management Certification!



Agile Project Management Certification

The Agile Project Management Certification program provides a practical and hands-on approach to Agile Project Management, emphasizing the importance of continuous exploration and innovation in agile project delivery processes. Students learn to apply and manage agile product delivery methods and frameworks in dynamic project environments, including Scrum, Disciplined Agile, Extreme Programming, and others.

Certification can be completed 100% online.



The Agile Project Management Certification is offered at the **Graduate level**.

This four-course certification can be earned as a stand-alone credential or in conjunction with degree programs:

- Project Value Delivery Strategy & Planning
- Agile Project Management
- Agile Frameworks
- Agile Methods

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, 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.

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.

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.

BUSINESS HOURS

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 (\$300 per credit hour)..... **\$900.00**

(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%
09/09/23 through 09/16/23	100%
09/17/23 through 09/23/23	80%
09/24/23 through 09/30/23	60%
10/01/23 through 10/07/23	40%
10/08/23 through 10/14/23	20%

There is no refund after **10/14/23**. 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 2022-2023 for more information. Information is also available on the University's website, www.Amberton.edu.

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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MARRIAGE AND FAMILY THERAPY & PROFESSIONAL COUNSELING PROGRAM CHANGES

We are excited to announce some important changes to the **Marriage & Family Therapy and Professional Counseling Programs** that will be implemented during the Fall 2023 session. These changes have been carefully designed to empower you to succeed in your program and chosen career. The key program changes are listed below. **PLEASE NOTE: If you plan to enroll in CSL6839 Pre-Practicum in the Fall 2023 session, these changes will not affect you.**

Marriage and Family Therapy Program

NEW AMFTRB Practice Exam Pass Requirement: The American Family Therapy Regulatory Board (AMFTRB) Practice Exam is designed to give candidates an opportunity to experience a simulated test and give an indication of their preparedness for taking the actual MFT Exam. This exam will also give candidates an opportunity to become familiar with the test questions on the National MFT Exam. All students must take and pass the AMFTRB practice test and earn a score of 66% or above prior to enrolling in CSL6839 Pre-Practicum. (Sign-up by September 21, 2023 to test in the Fall if you plan to register for Pre-Practicum during the Winter 2024 session.) Students can take the test after successfully completing 30 hours of required curriculum. **Note: This is a practice exam, not the actual state exam required for licensure.**

Portfolio Elimination: Preparation of the counseling portfolio will no longer be required.

Detailed AMFTRB exam information is available on our website in the new Marriage & Family Therapy Handbook and on the AMFTRB Information Page. The sign-up deadline dates and form for the AMFTRB Exam are also located on the AMFTRB Information Page on our website.

Professional Counseling Program

NEW CPCE Exam Pass Requirement: The Counselor Preparation Comprehensive Examination (CPCE) is designed to measure a student's level of mastery of the requisite knowledge and skills identified by the Council for Accreditation of Counseling and other Educational Professions for the preparation of professional counselors. All students must take and pass the CPCE practice test and earn a score of 66% or above prior to enrolling in CSL6839 Pre-Practicum. (Sign-up by September 21, 2023 to test in the Fall if you plan to register for Pre-Practicum during the Winter 2024 session.) Students can take the test after successfully completing 30 hours of required curriculum. **Note: This is a practice exam, not the actual state exam required for licensure.**

Portfolio Elimination: Preparation of the counseling portfolio will no longer be required.

Detailed CPCE exam information is available on our website in the new Professional Counseling Handbook and on the CPCE Information Page. The sign-up deadline dates and form for the CPCE Exam are also located on the CPCE Information Page on our website.

We believe these program changes will positively prepare you to excel in your field. If you have any questions or need further clarification, please reach out to the Campus Coordinator, Dr. Ken Johnson at: KJohnson@amberton.edu.

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
Vice President for Academic Services	Dr. Carol Palmer	170.....	VPAcad@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

Alexander, Dr. Stacia'	246	SAlexander@Amberton.edu
Allison, Dr. Kyle	223	KAllison@Amberton.edu
Armstrong, Dr. Levi	149	LArmstrong@Amberton.edu
Bedard, Dr. Christopher	156	CBedard@Amberton.edu
Benson, Dr. Paul	203	PBenson@Amberton.edu
Bowersox, Dr. Nicholas	257	NBowersox@Amberton.edu
Boyette, Mr. Dartanian.....	240	DBoyette@Amberton.edu
Bradshaw, Dr. Brent.....	141	BBradshaw@Amberton.edu
Breen, Ms. Cindy	168	CBreen@Amberton.edu
Burton, Dr. Paul	232	PBurton@Amberton.edu
Campbell, Dr. David	231	DCampbell@Amberton.edu
Cole, Dr. La'Boris.....	220	LCole@Amberton.edu
Culbertson, Dr. Samantha	241	SCulbertson@Amberton.edu
Darnell, Dr. Ronald	152	RDarnell@Amberton.edu
Flatt, Dr. Kimberlee	209	KFlatt@Amberton.edu
Hebbard, Dr. Don.....	157	DHebbard@Amberton.edu
Hedgpeth, Dr. David	221	DHedgpeth@Amberton.edu
Herring, Dr. Aimee.....	216	AHerring@Amberton.edu
Hill, Dr. Deborah.....	211	DHill@Amberton.edu

Johnson, Dr. Ken.....	160	KJohnson@Amberton.edu
Johnson, Dr. Pamela.....	147	PJohnson@Amberton.edu
Johnston, Dr. Jackie	261	JJohnston@Amberton.edu
Joseph, Ms. Veronika	244	VJoseph@Amberton.edu
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
Nyamandi, Ms. Varaidzo.....	264	VNyamandi@Amberton.edu
Ohlhausen, Mr. Dean	236	DOhlhausen@Amberton.edu
Page, Dr. Stacy.....	242	SPage@Amberton.edu
Palmer, Dr. Carol	170	CPalmer@Amberton.edu
Patton, Dr. Robert	239	RPatton@Amberton.edu
Pendleton III, Dr. Joe	136	JPendleton@Amberton.edu
Pennington, Ms. Ivy.....	218	IPennington@Amberton.edu
Price, Dr. Sharon.....	208	SPrice@Amberton.edu
Reagan, Dr. Matthew	269	MEReagan@Amberton.edu
Redd, Dr. Sidney.....	238	SRedd@Amberton.edu
Richey, Dr. Douglas	245	DRichey@Amberton.edu
Richey, Dr. Jim.....	210	JRichey@Amberton.edu
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.....	234	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

UNDERGRADUATE 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				
COM4405.01	PERSUASION	Nyamandi	THR	19
HUMAN BEHAVIOR AND DEVELOPMENT				
HBD4759.01	STRESS MANAGEMENT	Trulson	SA2	17
MANAGEMENT				
MGT4193.01	NEGOTIATION SKILLS	Tidwell	MON	19

FRISCO CENTER

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
MANAGEMENT				
MGT3172.21	DESIGN COMP ORGANIZATION	Sanchez	TUE	F2

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

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				
COM5405.01	PERSUASION	Nyamandi	THR	19
COUNSELING				
CSL6740.01	COUNSELING ETHICS	Moffitt	SA1	17
CSL6760.01	ADDICTION COUNSELING	Cole	THR	17
CSL6765.01	CRISIS COUNSELING	Johnson, P	MON	17
CSL6800.01	COUNSELING ASSESSMENT	Alexander	MON	18
CSL6805.01	GROUP COUNSELING/THERAPY	Cole	WED	17
CSL6825.01	MARRIAGE/FAMILY THERAPY	Hebbard	TUE	MP
CSL6839.01	PRE-PRAC PROFESS CNSLG	Johnson, K	TUE	19
CSL6870.01	SCHOOL CSL PRACTICUM I **	Millican	TUE	18
CSL6875.01	SCHOOL CSL PRACTICUM II ***	Millican	WED	19
CSL6880.01	SCHOOL CSL PRACTICUM III ***	Millican	WED	19
HUMAN BEHAVIOR AND DEVELOPMENT				
HBD5759.01	STRESS MANAGEMENT	Trulson	SA2	17
HBD6767.01	FAMILY STUDIES	Page	TUE	17
MANAGEMENT				
MGT5193.01	NEGOTIATION SKILLS	Tidwell	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				
CSL6780.21	PROFESSIONAL COUNSELING	Flatt	WED	F1
CSL6782.21	THEORIES/METHODS CNSLG	Culbertson	MON	F1
MANAGEMENT				
MGT5172.21	DESIGN COMP ORGANIZATION	Sanchez	TUE	F2
REQUIRED GRADUATE STUDIES				
RGS6035.21	RESEARCH METHODS	Schultz	SA2	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			
ACC2111.E1	FINANCIAL ACCOUNTING	Swiger	DL
ACC3114.E1	INTERMEDIATE ACCT I	Swiger	DL
ACC4125.E1	AUDITING	Price	DL
ACC4450.E1	ADVANCED ACCOUNTING	Joseph	DL
BUSINESS			
BUS3104.E1	STATISTICAL ANALYSIS I	Richey, D	DL
BUS3305.E1	MANAGEMENT FUNDAMENTALS	Wright	DL
BUS4415.E1	SOCIAL MEDIA IN BUSINESS	Allison	DL
BUS4460.E1	CUSTOM SERVICE BEST PRAC	Tidwell	DL
BUS4605.E1	BUSINESS ACUMEN	Stephenson	DL
COMMUNICATION			
COM3401.E1	PUBLIC SPEAKING	Redd	DL
COM3469.E1	MANAGERIAL COMMUNICATION	Redd	DL
COM4441.E1	EFFECTIVE WRITING SKILLS	Richey, J	DL
ECONOMICS			
ECO2132.E1	PRIN OF MICROECONOMICS	Werema	DL
ENGLISH			
ENG1002.E1	COMPOSITION & LITERATURE	Richey, J	DL
ENG2006.E1	STUDIES IN LITERATURE	Richey, J	DL
FINANCE			
FIN4250.E1	CORPORATE FINANCE	Thompson	DL
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD4721.E1	SEX ROLES BUS/SOCIETY	Trulson	DL
HBD4725.E1	PSYCHOLOGY OF ADJUSTMENT	Rupe	DL
HBD4727.E1	INTERPERSONAL RELATIONS	Hill	DL
HBD4741.E1	MOTIVATION	Hedgpeth	DL
HISTORY			
HIS1012.E1	AM HIST 1876 TO PRESENT	Schultz	DL
HUMANITIES			
HUM1015.E1	INTRO TO HUMANITIES	Benson	DL

UNDERGRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
MATHEMATICS			
MAT1013.E1	CONTEMPORARY MATHEMATICS	Ohlhausen	DL
MAT1021.E1	QUANTITATIVE METHODS I	Johnston	DL
MANAGEMENT			
MGT4192.E1	BUSINESS ETHICS	Pennington	DL
MGT4203.E1	OPERATIONS MANAGEMENT	Hill	DL
MGT4497.E1	PROJ PRINCPL/TEAM PERFRM	Boyette	DL
MGT4501.E1	PROJ PLAN/WORK & DELIVER	Breen	DL
MGT4503.E1	PROJ UNCERTAINTY & VALUE	Boyette	DL
MGT4620.E1	MANAGE VIRTUAL TEAMS	Palmer	DL
MGT4670.E1	EXECUTIVE LEADERSHIP	Palmer	DL
MANAGEMENT INFORMATION SYSTEMS			
MIS2110.E1	COMPUTER CNCPTS/INTERNET	Bradshaw	DL
MARKETING			
MKT4260.E1	DIGITAL MRKT FOUNDATIONS	Allison	DL
PSYCHOLOGY			
PSY3735.E1	PERSPECTIVES:DEATH/DYING	Herring	DL
RELIGION			
REL3851.E1	FAMILY RELATIONS	Massey	DL
SCIENCE			
SCI1027.E1	ECOLOGY:MAN/ENVIRONMENT	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			
ACC6130.E1	FINANCIAL STMT ANALYSIS	Price	DL
ACC6155.E1	ADV MANAGERIAL ACCTNG	Price	DL
ACC6165.E1	TAX PLANNING & RESEARCH	Price	DL
BUSINESS			
BUS5415.E1	SOCIAL MEDIA IN BUSINESS	Allison	DL
BUS5460.E1	CUSTOM SERVICE BEST PRAC	Tidwell	DL
COMMUNICATION			
COM5401.E1	PUBLIC SPEAKING	Redd	DL
COM5469.E1	MANAGERIAL COMMUNICATION	Redd	DL
COM6303.E1	COMM RESULTS IN ORGAN	Nyamandi	DL
COUNSELING			
CSL6730.E1	FAMILY LIFE MINISTRY	Bedard	DL
CSL6745.E1	SCHOOL COUNSELING ETHICS	Moffitt	DL
CSL6779.E1	COUNSELING IN SCHOOLS	Culbertson	DL
CSL6780.E1	PROFESSIONAL COUNSELING	Springer	DL
CSL6782.E1	THEORIES/METHODS CNSLG	Millican	DL
CSL6785.E1	TRAUMA COUNSELING	Alexander	DL
CSL6794.E1	PRIN/METH OF SEX THERAPY	Hebbard	DL
CSL6796.E1	ADULT/GERIAT PSYCHOPATH	Armstrong	DL
CSL6798.E1	CHILD/ADOL PSYCHOPATH	Armstrong	DL
CSL6800.E1	COUNSELING ASSESSMENT	Armstrong	DL
CSL6801.E1	LIFE SPAN DEVELOPMENT	Bedard	DL
CSL6803.E1	CAREER CNSLG/GUIDANCE	Johnson, P	DL
CSL6830.E1	ADV CNSLG SKILLS & TECH	Johnson, K	DL
CSL6832.E1	MULTICULTURAL COUNSELING	Johnson, P	DL
CSL6833.E1	CNSLG CHILDREN & ADOLESC	Moffitt	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	Bedard	DL
CSL6865.E1	EXTENDED PRACTICUM	Bedard	DL
ECONOMICS			
ECO6250.E1	GLOBAL ECONOMIC ISSUES	Werema	DL
FINANCE			
FIN5250.E1	CORPORATE FINANCE	Thompson	DL
FIN6290.E1	INTERNATIONAL FINANCE	Thompson	DL

Practicum Fee \$100 *

GRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD5721.E1	SEX ROLES BUS/SOCIETY	Trulson	DL
HBD5725.E1	PSYCHOLOGY OF ADJUSTMENT	Rupe	DL
HBD5727.E1	INTERPERSONAL RELATIONS	Hill	DL
HBD5741.E1	MOTIVATION	Hedgpeth	DL
HBD6769.E1	HUMAN SEXUALITY	Page	DL
HBD6771.E1	CONFLICT MGMT/RESOLUTION	Tidwell	DL
HBD6776.E1	LDRSHP THEORIES/PRACTICE	Reagan, ME	DL
HUMAN RESOURCES AND TRAINING			
HRT6555.E1	EMERGING ISSUES IN HRT	Rupe	DL
HRT6565.E1	DEV TRAINING PROGRAMS	Hill	DL
HRT6575.E1	ORGANIZATIONAL CHANGE	Reagan, ME	DL
HRT6590.E1	DEI FOUNDATIONS	Sanchez	DL
MANAGEMENT			
MGT5203.E1	OPERATIONS MANAGEMENT	Hill	DL
MGT5620.E1	MANAGE VIRTUAL TEAMS	Palmer	DL
MGT5670.E1	EXECUTIVE LEADERSHIP	Palmer	DL
MGT6106.E1	LAW APPLN FOR MANAGERS	Campbell	DL
MGT6145.E1	FOUNDATIONS PROJ DELIVRY	Darnell	DL
MGT6152.E1	PROJECT PERFORMANCE MGMT	Burton	DL
MGT6154.E1	PROJ DELIVRY APPLICATION	Darnell	DL
MGT6175.E1	MGMT:RSPNSBLTY/PRACTICE	Schultz	DL
MGT6176.E1	COMPENSATION/BENEFIT MGT	Sanchez	DL
MGT6177.E1	HUMAN RESOURCE MGMT	Sanchez	DL
MGT6203.E1	STRATEGIC MANAGEMENT	Tidwell	DL
MGT6470.E1	OPERATIONS ANALYTICS	Bowersox	DL
MGT6490.E1	ENTERPRISE ANALYTICS	Bowersox	DL
MGT6505.E1	AGILE PROJECT MANAGEMENT	Stephenson	DL
MGT6520.E1	AGILE METHODS	Burton	DL
MGT6705.E1	INNOVATION	Darnell	DL
MARKETING			
MKT5260.E1	DIGITAL MRKT FOUNDATIONS	Allison	DL
PSYCHOLOGY			
PSY5735.E1	PERSPECTIVES:DEATH/DYING	Herring	DL
REQUIRED GRADUATE STUDIES			
RGS6035.E1	RESEARCH METHODS	Pendleton	DL
RGS6035.E2	RESEARCH METHODS	Schultz	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!

August 03, 2023 from 6:30pm - 7:30pm

August 26, 2023 from 12:00pm - 1:00pm



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

Agile Project Management

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 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 part of the special Admission application and 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 25 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://amberton.edu/wp-content/uploads/2023/04/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 September 07, 2023.**

Detailed step-by-step instructions are available on the University's website, www.Amberton.edu, under 'Forms & Publications'. These 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

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.

website. These instructions provide information on how to access the online registration portal, how to enroll in courses, and FAQs.

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



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

Powered by
ecampus.com

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 75041-4707

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: (_____) _____ - _____