

**Spring Schedule  
of Classes  
2024**



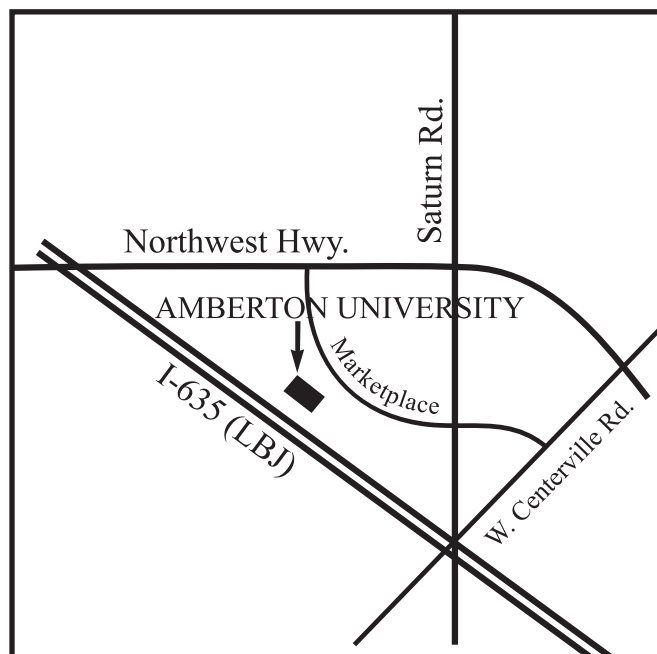
**Designed for  
Working Adults**

# 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 virtual courses, these are available on a customized basis.

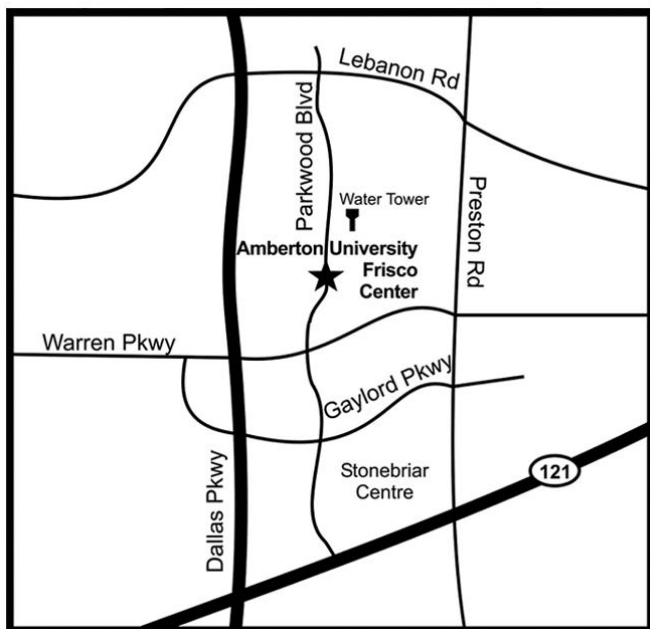
**GARLAND CAMPUS**  
**13601 LBJ FWY**  
**Garland, TX 75041-4707**  
**972/279-6511**

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 (SACSCOC) to award bachelor's and master's degrees. Amberton University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Amberton University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone (404) 679-4500, or by using information available on SACSCOC's website (<http://www.sacscoc.org>).

**Published by Amberton University, 2024**

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.

## SPRING SESSION 2024 CALENDAR

### **FEBRUARY 2024**

01.....Registration for Spring Begins

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

### **MARCH 2024**

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

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 Spring Graduation

### **APRIL 2024**

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

### **MAY 2024**

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): March 09, 23; April 06, 20; May 04, 2024

Saturday 2 (SA2): March 16, 30; April 13, 27; May 11, 2024

## **GRADUATION FOR WINTER AND SPRING 2024-FRIDAY, MAY 17, 2024**

### **SUMMER 2024**

Summer Registration Begins: May 1st

**Summer Session Dates:** Saturday, June 15, 2024 through August 22, 2024

# NEW CERTIFICATIONS

## UNDERGRADUATE/ GRADUATE SOFT SKILLS CERTIFICATION

The Undergraduate or Graduate Certification in Soft Skills is ideal for Amberton students who desire to enhance their personal and workplace influence. The curriculum focuses on the fundamental skills necessary to display professionalism, emotional intelligence, and other career building skills to include: communication, team building, time management, conflict resolutions, adaptability, critical thinking, work ethic, problem-solving, and leadership. The certification provides students an opportunity for self-reflection and personal growth.

### What are the Requirements?

**The Soft Skills Certification, requires 4 courses (12 credit hours) including:**

MGT4/5720	Critical Thinking	3hours
MGT4/5750	Servant Leadership	3hours
MGT4/5193	Negotiation Skills For Managers	3hours
MGT4/5350	Essential Soft Skills	3hours

**Students completing a Soft skills Certification will be able to:**

- Understand the importance of a variety of soft skills for professional success.
- Apply principles of Servant Leadership to personal and organizational roles.
- Analyze appropriate techniques to build value when negotiating.
- Identify areas for Emotional Intelligence applications in the workplace.
- Evaluate communication strategies for mature workplace interactions.
- Demonstrate a critical thinking methodology for decision making.

## GRADUATE DATA ANALYTICS CERTIFICATION

The Graduate Certification in Data Analytics is ideal for Amberton students who desire to enhance their quantitative toolkit, gain skills in a high-demand field, and analyze data to derive meaningful and actionable insights. The curriculum focuses on the fundamental concepts a data analyst would use which include basic statistical concepts necessary for analytics; proper design, development, and uses for databases; predictive analytical techniques such as linear and logistic regression, decision trees, and machine learning algorithms; and both traditional and modern ways to display and visualize data. Throughout the certification, students will be exposed to modern analytical software common to industry professionals. Classes are taught at an applied, practitioner level where upper-level math and complex programming skills are not required.

### What are the Requirements?

**The Data Analytics Certification, requires 4 courses (12 credit hours) including:**

MGT6460	Applied Business Analytics	3hours
MGT6790	Applied Database Management	3hours
MGT6785	Applied Predictive Analytics	3hours
MGT6795	Storytelling & Data Visualization	3hours

**Students completing a Data Analytics Certification will be able to:**

- Understand basic concepts of probability and their application to data analytics.
- Perform basic descriptive and inferential statistics to include (but not limited to) measures of central tendency and dispersion, confidence intervals, and hypothesis tests.
- Describe the basic tenets central to designing and developing a quality database and be able to understand the role databases play in storing complex data.
- Differentiate between the various types of predictive analytical techniques that exist, and successfully apply each one to a data set and interpret the results.
- Apply the fundamental concepts of data visualization to create meaningful displays of data.
- Evaluate a research question, develop testable hypotheses, and be able to apply the correct statistical technique(s) to derive an actionable insight.



# 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](http://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](http://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](http://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](mailto:Advisor@Amberton.edu) or [StudentServices@Amberton.edu](mailto: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:

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

#### **OFFICE HOURS BETWEEN CLASS SESSIONS**

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

### **ADMINISTRATIVE OFFICES**

University Administrative Offices are open during the following hours:

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

### **LIBRARY RESOURCE CENTER**

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

Hours during class sessions are as follows:

<b>Monday - Thursday</b>	1:00 p.m. to 10:00 p.m.
<b>Friday</b>	10:00 a.m. to 1:30 p.m.
<b>Saturday</b>	8:00 a.m. to 3:00 p.m.
<b>Sunday</b>	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](http://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%
03/09/24 through 03/16/24	100%
03/17/24 through 03/23/24	80%
03/24/24 through 03/30/24	60%
03/31/24 through 04/06/24	40%
04/07/24 through 04/13/24	20%

There is no refund after **04/13/24**. 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](mailto: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](http://www.Amberton.edu)**.

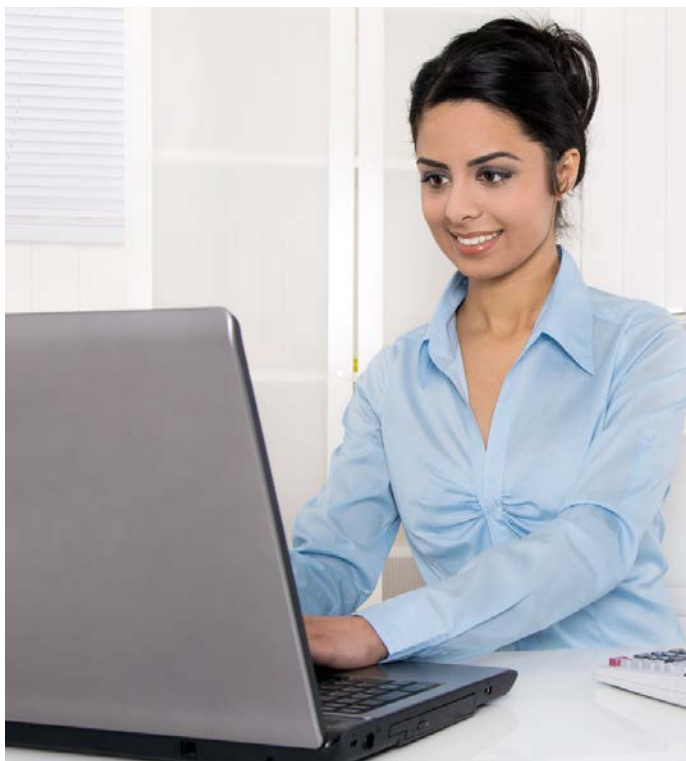
## TITLE IV FINANCIAL AID

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](mailto: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>)**.

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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 were 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.

## 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 March 21, 2024 to test in the Spring if you plan to register for Pre-Practicum during the Summer 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 March 21, 2024 to test in the Spring if you plan to register for Pre-Practicum during the Summer 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](mailto:KJohnson@amberton.edu).



# OFFICE EXTENSION NUMBERS and E-MAIL ADDRESSES

## ADMINISTRATION

<b>President</b> .....	Dr. Melinda Reagan .....	122.....	President@Amberton.edu
<b>Vice President for Administrative Services</b> .....	Dr. Brent Bradshaw.....	141.....	VPAdmin@Amberton.edu
<b>Vice President for Strategic Services</b> .....	Dr. Jo Lynn Loyd .....	126.....	VPSS@Amberton.edu
<b>Vice President for Academic Services</b> .....	Dr. Carol Palmer .....	170.....	VPAcad@Amberton.edu
<b>Academic Dean</b> .....	Dr. Paul Burton .....	165.....	AcadDean@Amberton.edu
<b>Academic Advising</b> .....		180.....	Advisor@Amberton.edu
<b>University Publications</b> .....		164.....	Info@Amberton.edu
<b>Library Assistance</b> .....		137.....	Library@Amberton.edu
<b>Frisco Center</b> .....		301.....	AUFrisco@Amberton.edu
<b>Financial Aid</b> .....		173.....	FinAid@Amberton.edu

## FACULTY

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Van Hamme, Dr. Jerry.....	207 .....	JVan Hamme@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
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>				
HBD4721.01	SEX ROLES BUS/SOCIETY	Trulson	SA2	19
<b>MANAGEMENT</b>				
MGT3172.01	DESIGN COMP ORGANIZATION	Sanchez	SA1	19
MGT4193.01	NEGOTIATION SKILLS	Tidwell	MON	17

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
<b>COUNSELING</b>				
CSL6745.01	SCHOOL COUNSELING ETHICS	Moffitt	THR	17
CSL6760.01	ADDICTION COUNSELING	Ross	WED	17
CSL6765.01	CRISIS COUNSELING	Johnson, P	THR	19
CSL6780.01	PROFESSIONAL COUNSELING	Cole	TUE	17
CSL6796.01	ADULT/GERIAT PSYCHOPATH	Alexander	MON	18
CSL6805.01	GROUP COUNSELING/THERAPY	Ross	MON	19
CSL6839.01	PRE-PRAC PROFESS CNSLG	Johnson, K	WED	19
CSL6870.01	SCHOOL CSL PRACTICUM I **	Millican	TUE	18
CSL6875.01	SCHOOL CSL PRACTICUM II ***	Millican	WED	18
CSL6880.01	SCHOOL CSL PRACTICUM III ***	Millican	WED	18
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>				
HBD5721.01	SEX ROLES BUS/SOCIETY	Trulson	SA2	19
HBD6769.01	HUMAN SEXUALITY	Page	TUE	19
<b>MANAGEMENT</b>				
MGT5172.01	DESIGN COMP ORGANIZATION	Sanchez	SA1	19
MGT5193.01	NEGOTIATION SKILLS	Tidwell	MON	17

**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.**

<b>COURSE</b>	<b>DESCRIPTION</b>	<b>INSTRUCTOR</b>	<b>DAY</b>	<b>ROOM</b>
<b>COMMUNICATION</b>				
COM6303.21	COMM RESULTS IN ORGAN	Nyamandi	WED	F1
<b>COUNSELING</b>				
CSL6782.21	THEORIES/METHODS CNSLG	Culbertson	SA1	F1
CSL6825.21	MARRIAGE/FAMILY THERAPY	Hebbard	TUE	F2
<b>MANAGEMENT</b>				
MGT6145.21	FOUNDATIONS PROJ DELIVRY	Darnell	MON	F1
<b>REQUIRED GRADUATE STUDIES</b>				
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	Price	DL
ACC4124.E1	GOVT, NFP & SPEC TOPICS	Price	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
COM4405.E1	PERSUASION	Nyamandi	DL
COM4441.E1	EFFECTIVE WRITING SKILLS	Richey, J	DL
ECONOMICS			
ECO2132.E1	PRIN OF MICROECONOMICS	Fowler	DL
ENGLISH			
ENG1002.E1	COMPOSITION & LITERATURE	Richey, J	DL
FINANACE			
FIN4250.E1	CORPORATE FINANCE	Thompson	DL
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD4725.E1	PSYCHOLOGY OF ADJUSTMENT	Rupe	DL
HBD4759.E1	STRESS MANAGEMENT	Trulson	DL
HBD4895.E1	POWER LOVE/RELATIONSHIP	Hedgpeth	DL
HISTORY			
HIS1012.E1	AM HIST 1876 TO PRESENT	Morrison	DL
HUMANITIES			
HUM1015.E1	INTRO TO THE 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
MGT4193.E1	NEGOTIATION SKILLS	Tidwell	DL
MGT4203.E1	OPERATIONS MANAGEMENT	Hill	DL
MGT4350.E1	ESSENTIAL SOFT SKILLS	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	Burton	DL
MGT4670.E1	EXECUTIVE LEADERSHIP	Schultz	DL
MGT4750.E1	SERVANT LEADERSHIP	Schultz	DL

### MANAGEMENT INFORMATION SYSTEMS

MIS4322.E1	EMERGING TECHNOLOGIES	Bradshaw	DL
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### MARKETING

MKT4260.E1	DIGITAL MRKT FOUNDATIONS	Allison	DL
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### PSYCHOLOGY

PSY3735.E1	PERSPECTIVES:DEATH/DYING	Herring	DL
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### RELIGION

REL3821.E1	THE GOSPEL OF JOHN	Van Hamme	DL
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### SCIENCE

SCI1027.E1	ECOLOGY:MAN/ENVIRONMENT	Patton	DL
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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	
<b>ACCOUNTING</b>			
ACC6036.E1	ETHICS FOR ACCOUNTANTS	Price	DL
<b>BUSINESS</b>			
BUS5415.E1	SOCIAL MEDIA IN BUSINESS	Allison	DL
BUS5460.E1	CUSTOM SERVICE BEST PRAC	Tidwell	DL
<b>COMMUNICATION</b>			
COM5401.E1	PUBLIC SPEAKING	Redd	DL
COM5469.E1	MANAGERIAL COMMUNICATION	Redd	DL
COM5405.E1	PERSUASION	Nyamandi	DL
<b>COUNSELING</b>			
CSL6740.E1	COUNSELING ETHICS	Culbertson	DL
CSL6770.E1	ADV COUNSELING ETHICS	Moffitt	DL
CSL6779.E1	COUNSELING IN SCHOOLS	Hurbough	DL
CSL6780.E1	PROFESSIONAL COUNSELING	Springer	DL
CSL6782.E1	THEORIES/METHODS CNSLG	Johnson, K	DL
CSL6785.E1	TRAUMA COUNSELING	Johnson, P	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	Millican	DL
CSL6832.E1	MULTICULTURAL COUNSELING	Cole	DL
CSL6833.E1	CNSLG CHILDREN & ADOLESC	Flatt	DL
CSL6837.E1	STRAT BEHAVIOR INTERVENT	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
<b>ECONOMICS</b>			
ECO6250.E1	GLOBAL ECONOMIC ISSUES	Fowler	DL
<b>FINANCE</b>			
FIN5250.E1	CORPORATE FINANCE	Thompson	DL
FIN6290.E1	INTERNATIONAL FINANCE	Thompson	DL
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>			
HBD5725.E1	PSYCHOLOGY OF ADJUSTMENT	Rupe	DL
HBD5759.E1	STRESS MANAGEMENT	Trulson	DL
HBD5895.E1	POWER LOVE/RELATIONSHIP	Hedgpeth	DL

**Practicum Fee \$100 \***



# GRADUATE DISTANCE LEARNING COURSES

COURSE	DESCRIPTION	INSTRUCTOR	
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD6767.E1	FAMILY STUDIES	Page	DL
HBD6771.E1	CONFLICT MGMT/RESOLUTION	Palmer, A	DL
HBD6776.E1	LDRSHP THEORIES/PRACTICE	Bradshaw	DL
HUMAN RESOURCES AND TRAINING			
HRT6555.E1	EMERGING ISSUES IN HRT	Sanchez	DL
HRT6565.E1	DEV TRAINING PROGRAMS	Rupe	DL
HRT6575.E1	ORGANIZATIONAL CHANGE	Reagan, ME	DL
MANAGEMENT			
MGT5193.E1	NEGOTIATION SKILLS	Tidwell	DL
MGT5203.E1	OPERATIONS MANAGEMENT	Hill	DL
MGT5350.E1	ESSENTIAL SOFT SKILLS	Hill	DL
MGT5620.E1	MANAGE VIRTUAL TEAMS	Burton	DL
MGT5670.E1	EXECUTIVE LEADERSHIP	Schultz	DL
MGT5750.E1	SERVANT LEADERSHIP	Schultz	DL
MGT6106.E1	LAW APPLN FOR MANAGERS	Campbell	DL
MGT6145.E1	FOUNDATIONS PROJ DELIVRY	Darnell	DL
MGT6152.E1	PROJECT PERFORMANCE MGMT	Darnell	DL
MGT6154.E1	PROJ DELIVRY APPLICATION	Darnell	DL
MGT6175.E1	MGMT:RSPNSBLTY/PRACTICE	Reagan, ME	DL
MGT6176.E1	COMPENSATION/BENEFIT MGT	Sanchez	DL
MGT6177.E1	HUMAN RESOURCE MGMT	Sanchez	DL
MGT6203.E1	STRATEGIC MANAGEMENT	Tidwell	DL
MGT6460.E1	APPLIED BUS ANALYTICS	Bowersox	DL
MGT6505.E1	AGILE PROJECT MANAGEMENT	Stephenson	DL
MGT6520.E1	AGILE METHODS	Stephenson	DL
MGT6705.E1	INNOVATION	Darnell	DL
MGT6785.E1	APP PREDICTIVE ANALYTICS	Bowersox	DL
MGT6790.E1	DATABASE MANAGEMENT	Scott	DL
MARKETING			
MKT5260.E1	DIGITAL MRKT FOUNDATIONS	Allison	DL
PSYCHOLOGY			
PSY5735.E1	PERSPECTIVES:DEATH/DYING	Herring	DL
REQUIRED GRADUATE STUDIES			
RGS6035.E1	RESEARCH METHODS	Alexander	DL
RGS6035.E2	RESEARCH METHODS	Sinclair	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!**

**February 08, 2024 from 6:30pm - 7:30pm**

**March 02, 2024 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](mailto: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 and be able to commute to on-campus courses. These degrees meet the licensure requirements for the state of Texas. No determination has been made for degree requirements of other states.

# DEGREE PROGRAM METHODS OF DELIVERY

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

**Soft Skills**

## **GRADUATE CERTIFICATIONS**

**Applied Business Analytics**

**Adult Training and Development**

**Agile Project Management**

**Change Management**

**Christian Counseling**

**Conflict Management and Resolution**

**Customer Service**

**Data Analytics**

**Digital Marketing**

**Diversity Awareness**

**Diversity, Equity and Inclusion**

**Entrepreneurship**

**Executive Communication Skills**

**Executive Leadership**

**Finance**

**Human Resource Management**

**Project Management**

**Soft Skills**

For additional information call **(972) 279-6511** or visit **[www.Amberton.edu](http://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](http://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. The admission application can be completed online and is available in paper form on the University website, [www.Amberton.edu](http://www.Amberton.edu). 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](http://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](mailto: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](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](mailto: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](http://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 March 07, 2024.**

Detailed step-by-step instructions are available on the University's website, [www.Amberton.edu](http://www.Amberton.edu), under 'Forms & Publications'. These instructions are available on the University's website, [www.Amberton.edu](http://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](mailto: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:

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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.

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<b>Signature</b>	<b>Date</b>
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**\*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](http://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](mailto: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  
(972) 279-9773

FAX Number:

**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:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_