

# Spring Dates to Remember

**First Day of Classes:**

March 15, 2025

**Late Registration:**

March 15 through March 22, 2025

**Last day to withdraw with a 100% refund:**

March 22, 2025

**Last day to withdraw with a prorated refund:**

April 19, 2025

**Last day to withdraw from Classes with a "W":** May 22, 2025

**Last day of Spring Classes:**

May 22, 2025

**Winter and Spring 2025 Graduation:**

May 22, 2025 at 7:30pm

**Summer 2025 Registration Begins:**

May 01, 2025

**Summer 2025 Session Dates:**

June 14th through August 21, 2025



## DO YOU HAVE ANY QUESTIONS REGARDING FINANCIAL AID?

Amberton University offers Private Education Loans as well as Federal Aid options. The current 2024-2025 FAFSA (Free Application for Federal Student Aid) is available and must be completed to determine eligibility for the current Spring 2025 session for Federal Aid through the Department of Education's Title IV Federal Student Aid programs. The next year's 2025-2026 FAFSA is also available, to provide funding beginning with our Summer 2025 through our Spring 2026 session. The FAFSA can be completed online at StudentAid.gov, placing Amberton as a school of choice (our School Code is 014925). For those who obtain a Federal Direct Loan at Amberton for the first time will visit StudentAid.gov to complete the MPN and Entrance Counseling.

Upon notification from FSA of a completed FAFSA, Amberton Financial Aid Office will email the student an eligibility status letter and if applicable a COA, Cost of Attendance, meeting the FSA requirements.

Ensure to visit the Financial Aid Handbook for more details and student responsibilities.

Please reach out to our Financial Aid department at [FinAid@Amberton.edu](mailto:FinAid@Amberton.edu) or (972) 279-6511 ext 173, for details.



## COURSE ROTATION:

Please find below a link to Amberton's Course Rotation. Students are encouraged to map out their required courses over multiple semesters or years so that they don't miss essential classes required to complete a certificate and/or degree.

<https://amberton.edu/course-guide/>

## WINTER/SPRING 2025 GRADUATION CEREMONY

The Winter 2025/Spring 2025 Graduation Ceremony will be held on Thursday evening, May 22, 2025. Additional information regarding regalia, tickets and graduation times will be mailed out early in the Spring 2025 session.

**The Sunnyvale First Baptist Church, 3018 North Belt Line Rd, Sunnyvale, TX 75182**

## MICROSOFT OFFICE 365 EDUCATION:

Amberton University students have access to a license for Office 365 Education, a comprehensive suite of productivity tools. This package includes:

- Microsoft Word for document creation
- Excel for spreadsheets and data analysis
- PowerPoint for presentations
- OneNote for digital note-taking
- Microsoft Teams for collaboration

- Additional classroom tools to enhance your learning experience

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: [https://amberton.edu/wp-content/uploads/2025/01/Office365\\_Setup\\_Students.pdf](https://amberton.edu/wp-content/uploads/2025/01/Office365_Setup_Students.pdf)

## GOOGLE WORKSPACE FOR EDUCATION:

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: [https://amberton.edu/wp-content/uploads/2025/01/Google\\_Drive\\_Students.pdf](https://amberton.edu/wp-content/uploads/2025/01/Google_Drive_Students.pdf)

Once logged into your student account, you'll have access to a suite of tools designed to enhance your learning experience:

- **Google Docs:** Create and edit essays, reports, and other written assignments
- **Google Slides:** Develop engaging presentations for projects and class discussions
- **Google Sheets:** Perform data analysis, create charts, and manage calculations
- **Google Drive:** Store, organize, and easily access all your files in the cloud

- **Google Calendar:** Schedule study sessions, track assignment deadlines, and manage your academic timetable
- **Google Keep:** Take and organize quick notes during lectures or study sessions
- **Google Meet:** Attend virtual classes, participate in group study sessions, or meet with teachers
- **Google Classroom:** Access course materials, submit assignments, and receive feedback from instructors
- **Google Forms:** Create surveys for research projects or participate in class quizzes
- **Google Sites:** Build websites or digital portfolios to showcase your work

## NEW CERTIFICATE OFFERED



The **Graduate Certificate in Strategic Leadership** provides students with the skills necessary for leadership roles in management positions.

### What are the requirements?

MGT5750.....	Servant Leadership .....	3 hours
MGT5670.....	Executive leadership .....	3 hours
HBD6771 .....	Conflict Management & Resolution.....	3 hours
HBD6776.....	Leadership Theories & Practice.....	3 hours

## NEW MASTER OF HEALTHCARE ADMINISTRATION DEGREE APPROVAL ANNOUNCEMENT

Amberton University would like to announce the approval for a Master of Healthcare Administration - Healthcare Administration degree program. This program will officially launch in Fall 2025 along with three (3) associated certificates.

The team's dedication, expertise, and collaborative spirit transformed this vision into a reality. Congratulations and thank you to everyone involved!

## COMING THIS SUMMER - NEW COURSE OFFERED

### ACC6150 - Forensic Accounting

This course explores the complex field of forensic accounting and fraud examination, offering a fundamental basis and examining the psychological and behavioral characteristics of individuals who commit fraud. The subject matter encompasses a broad spectrum of fraudulent activities, including embezzlement, bribery, and manipulation of financial records, while also considering the applicable laws and regulations. Students will acquire proficiency in sophisticated detection methods, employ information technology tools for the purpose of financial forensics, and cultivate expertise in conducting interviews and collecting evidence. The course provides a comprehensive examination of cybercrime and provides students with the knowledge for positions in litigation advisory services, with a specific emphasis on advising, damage assessments, and expert testimony.



**PREREQUISITE:** ACC6130 – Financial Statement Analysis

## IMPORTANT COUNSELING TEST ANNOUNCEMENTS

### AMFTRB exam (Marriage and Family Therapy)

REMINDER: As of June 1, 2024, no exceptions or waivers will be given to students who do not take and pass the AMFTRB exam before registering for Pre-Practicum.

You can sign-up for the upcoming AMFTRB exam today, however the deadline is March 27, 2025, by 5:00 pm.

**Please do not let this important deadline pass you up! No students will be allowed to register for Pre-Practicum until this test has been passed.**

For more information, please visit: <https://amberton.edu/mft-practice-exam/>

### CPCE exam (Clinical Mental Health Counseling)

REMINDER: As of June 1, 2024, no exceptions or waivers will be given to students who do not take and pass the CPCE exam before registering for Pre-Practicum.

You can sign-up for the upcoming CPCE exam today, however the deadline is March 27, 2025, by 5:00 pm.

**Please do not let this important deadline pass you up! No students will be allowed to register for Pre-Practicum until this test has been passed.**

For more information, please visit: <https://amberton.edu/cpce-info/>

## Professional Licensure Statement

### Marriage and Family Therapy

The purpose of the Master of Arts degree in Marriage and Family Therapy is to provide the graduate with a comprehensive knowledge of the functional areas of marriage and family counseling including but not limited to the nature of the counseling profession and an understanding of life span development, as well as cognitive knowledge of counseling theories, concepts and principles of concern to the counseling professional. The program can be completed through on-campus attendance as well as a mix of on-campus and on-line courses. It cannot be completed 100% on-line. Students who complete the Amberton University Master of Arts in Marriage and Family Therapy meet the academic requirements for becoming a Licensed Marriage and Family Therapist in the State of Texas. Students should carefully review the current state requirements for changes and updates. The Texas State Board of Examiners of Marriage and Family Therapists provides clear guidelines and requirements to apply for a new licensure. Questions regarding licensure should be directed to the Texas State Board of Examiners of Marriage and Family Therapists, <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-marriage-and-family-therapists/index.html>. No determination has been made as to whether or not this degree meets requirements in any other state besides Texas.

### School Counseling

The Master of Arts in School Counseling prepares students to satisfy academic requirements for the Professional School Counseling Certification in the State of Texas. Admission to this program is available only to those students who satisfy the Program Admission Requirements. The program is comprised of 48 graduate hours and includes a minimum of 160 practicum hours. Students completing this degree and passing the TExES examination for School Counseling are eligible for employment as a school counselor in an educational setting. Graduates will be counselors, academic advisors and advocates who create conditions of academic achievement for children in public and private schools. The program can be completed through on-campus attendance as well as a mix of on-campus and on-line courses. It cannot be completed 100% on-line. Students should carefully review the current Texas Education Agency (TEA) requirements for changes and updates. TEA provides clear guidelines and requirements for certification. For more information, visit <https://tea.texas.gov/texas-educators/certification/additional-certifications/student-services-certificates>. No determination has been made as to whether or not this degree meets licensure requirements in any other state besides Texas.

### Clinical Mental Health Counseling (Formerly Professional Counseling)

The Master of Arts in Clinical Mental Health Counseling is designed for persons interested in becoming Licensed Professional Counselors (LPC) in the State of Texas. The degree prepares graduates to work with individuals, couples, families and groups in community, social service, religious and private practice settings. The curriculum is comprised of sixty (60) graduate hours and includes a minimum of 300 practicum hours. No student may enroll in a practicum course without completing all other degree requirements. Students who complete the program meet the academic requirements for becoming Licensed Professional Counselors (LPC) in the State of Texas. The program can be completed through on-campus attendance as well as a mix of on-campus and on-line courses. It cannot be completed 100% on-line. Students should carefully review the current state requirements for changes and updates. The Texas State Board of Examiners of Professional Counselors provides clear guidelines and requirements to apply for a new licensure. Questions regarding licensure should be directed to the Texas State Board of Examiners of Professional Counselors, <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html>. No determination has been made as to whether or not this degree meets licensure requirements in any other state besides Texas.

### Accounting Degree

Requirements for the Certified Public Accountant (CPA) license vary by state and involve more than successful degree completion. Candidates for licensure need to satisfy other requirements, including but not limited to completing an application, paying a fee, passing licensure exams, and work experience.

The BBA/MBA Accounting degree meets the education requirements of the Texas State Board of Accountancy Public necessary to register for the Certified Public Accountant examination. The 150-credit hour dual program can be completed 100% online. Students who complete the Amberton University Bachelor of Business Administration in Accounting AND Master of Business Administration in Accounting meet the education requirements for becoming a Certified Public Accountant in the State of Texas. However, each student should carefully review the current state requirements of the Texas State Board of Public Accountancy for changes and updates. The Texas State Board of Public Accountancy provides clear guidelines and requirements to take the CPA exam and in applying for a new licensure. It is the sole responsibility of each student to satisfy each of the requirements of the State of Texas. Questions regarding licensure should be directed to the Texas State Board of Public Accountancy, <http://www.tsbpa.state.tx.us/exam-qualification/examination-overview.html>. No determination has been made as to whether or not this degree meets licensure requirements in any other state besides Texas.

## Consumer Information

### Mental Health Importance

Amberton University recognizes the importance of good mental health for all. The University supports resources that promote the capacity for students and employees with mental health conditions to live lives that they value. Consistent with this philosophy, Amberton University believes that education and identification of mental health resources are critical first steps in achieving overall wellness.

Diminished mental health can interfere with optimal academic performance and life activities. If you or someone you know experiences any mental health concerns, you are strongly encouraged to utilize the resources provided below. These resources are provided in addition to any local resources available to you.

[988lifeline.org](https://988lifeline.org)

[Texas Behavioral Health Executive Council](#)

[Counselor Find | NBCC](#)

[Mental Health America](#)

[988 Suicide & Crisis Lifeline | SAMHSA](#)

[How To Get Mental Health Help | MentalHealth.gov](#)

Call or text 988. You can also reach the Crisis Text Line by texting MHA to 741741

Getting help is a smart and courageous thing to do — for yourself and for those who care about you.



### Title IV – Consumer Disclosure Information:

The following link contains consumer disclosure information related to cost of attendance, refund policy, transfer of credit policy, academic programs, and campus safety reports.

<https://amberton.edu/consumer-information-disclosures/>



### Sexual Misconduct / Title IX Information:

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes sexual violence, in education programs and activities. Students, staff, faculty, and other employees have the right to pursue education, employment, and other activities free from sex discrimination, including sexual violence, sexual misconduct, stalking, and harassment. As part of Amberton University's overall ethical regulations, the harassment of any kind, including race, religion, sex, age, national and ethnic origin, or disability will not be tolerated. In particular, an atmosphere of tension created by ethical or religious remarks, unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature does not belong in the institution or workplace. Click on the following link to review the complete Sexual Misconduct/Title IX Information Statements, including how to report an incident anonymously.

<https://amberton.edu/title-ix-statements/>

### Annual Safety Reports

The safety and security of Amberton University students and staff are of the utmost importance. These reports provide additional information on steps taken by the University to provide a safe and secure learning environment. Three years of crime statistics, reported to the University Administration and the Garland and Frisco Police Departments, for each campus location are included in the reports. Over the past three years one crime has been reported on the Garland Campus. Additional information is included on campus locations, drug/alcohol policy, and local resources available for victims of harassment, sexual assault and domestic violence.

[https://amberton.edu/wp-content/uploads/2024/09/ASR\\_Garland\\_2024.pdf](https://amberton.edu/wp-content/uploads/2024/09/ASR_Garland_2024.pdf)

[https://amberton.edu/wp-content/uploads/2024/09/ASR\\_Frisco\\_2024.pdf](https://amberton.edu/wp-content/uploads/2024/09/ASR_Frisco_2024.pdf)

### Inclement Weather or Emergency:

In the event of hazardous weather conditions or an emergency, closings for the Garland Campus and Frisco Center will be announced over the Amberton University telephone system (972.279.6511) and the University website ([www.Amberton.edu](http://www.Amberton.edu)). Announcements will not be made over the radio or television and will come no later than three hours in advance of the start time of classes. Announcements will also be made on our social media pages.

<https://www.facebook.com/AmbertonUniversity>

<https://www.instagram.com/ambertonuniv/>

<https://www.linkedin.com/school/amberton-university/>

<https://x.com/AmbertonU>