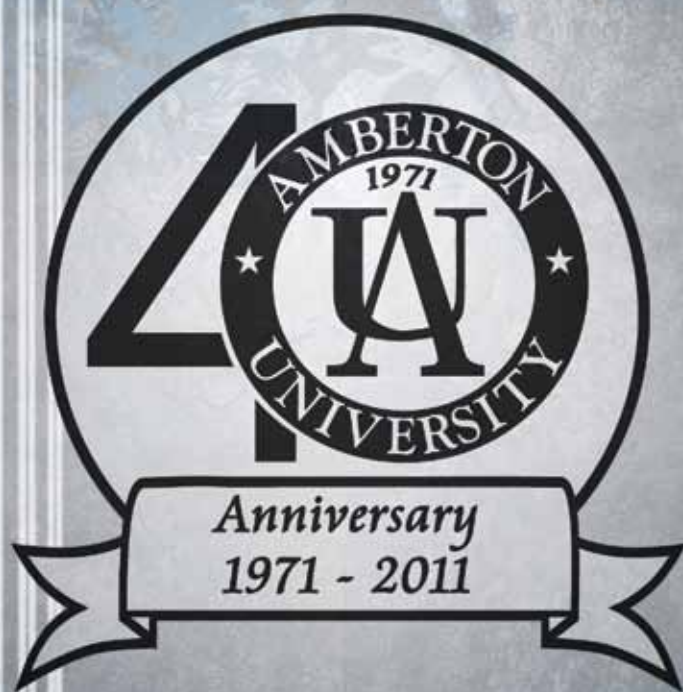


AMBERTON UNIVERSITY 



*Fall 2011  
Schedule of Classes*

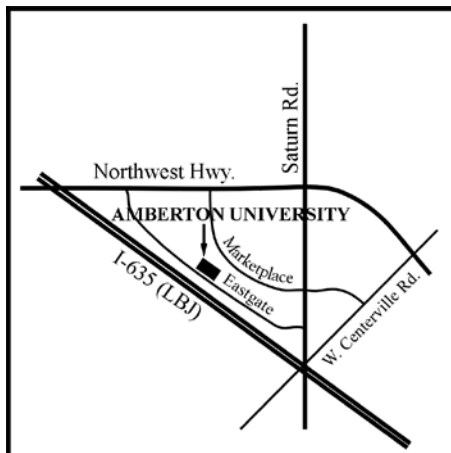
# *You are invited to visit our facilities...*

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

1700 Eastgate Drive  
Garland, TX 75041-5595  
972/279-6511

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



FRISCO CENTER  
3880 Parkwood Blvd.  
Frisco, TX 75034



The Amberton Frisco Center is located at 3880 Parkwood Blvd.

From Dallas, go north on the Dallas North Tollway. Take the 121 exit and follow the Dallas Parkway for 1.6 miles. 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.

For hours and more information, please call 972/279-6511, extension 350.

Amberton University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur Georgia 30033-4097; phone: 404-679-4501; web site: [www.sacscoc.org](http://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, 2011**

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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# **New Degree Programs For 2011**

The Administration, Faculty and Staff are Proud to Announce  
New Degree Programs for 2011

**Master of Business Administration-  
Project Management**

**Master of Arts-  
Christian Counseling**

**Bachelor of Business Administration-  
Project Management**

*For more information  
visit [www.Amberton.edu](http://www.Amberton.edu)  
or call 972/279-6511*



*You are cordially invited to attend  
Amberton University's Information Sessions  
for Fall 2011.*

**August 11, 2011  
6 p.m. - 8 p.m.  
Garland Campus**

**August 13, 2011  
10 a.m. - 12 p.m.  
Frisco Center**

**September 1, 2011  
6 p.m. - 8 p.m.  
Garland Campus**

**Learn more about Amberton University by attending an  
Information Session. Prospective students attending  
this informal group setting will receive:**

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

**AMBERTON**   
UNIVERSITY

**Garland Campus:** 1700 Eastgate Dr., Garland, TX 75041  
**Frisco Center:** 3880 Parkwood Blvd., Frisco, TX 75034  
Contact us at **972/279-6511**  
or visit **[www.Amberton.edu](http://www.Amberton.edu)**

# ACADEMIC CALENDAR

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

## FALL SESSION 2011 CALENDAR

### AUGUST 2011

- 1.....Registration for Fall Begins
- 31.....Last Day to Fax/Mail Fall Enrollment Requests

### SEPTEMBER 2011

- 1-8 .....Campus Registration (Walk-in Only)
- 5.....Labor Day Holiday-Offices Closed
- 8.....Last Day to Finalize Regular Registration (registration must be completed by 6:30 p.m.)
- 10.....First Day of Lecture Classes/ \*Late Registration Begins (\$25 fee)
- 17.....\*Late Registration Ends
- 17.....Last Day for 100% Refund/Last Day to File for Fall Graduation

### OCTOBER 2011

- 15.....Last Day to Withdraw with a Prorated Refund

### NOVEMBER 2011

- 5.....Saturday 1 Class Final Examinations
- 12.....Saturday 2 Class Final Examinations
- 14-17 ..Monday - Thursday Class Final Examinations
- 17.....Last Day of Session/Last Day to Withdraw from a Class with a "W" (Drop must be received by this date.)

\* *During late registration, enrollment is available for lecture classes that have not yet met and for distance learning courses.*

### DATES FOR SATURDAY CLASSES

Saturday classes begin at 8:30 a.m.

Saturday 1 (SA1): September 10, 24; October 8, 22; November 5, 2011

Saturday 2 (SA2): September 17; October 1, 15, 29, November 12, 2011

### GRADUATION FOR SUMMER AND FALL 2011–NOVEMBER 18, 2011

### WINTER SESSION 2012\*

*Session:* Saturday, December 3, 2011 through February 23, 2012

*Holiday Break:* Sunday, December 18, 2011 through Sunday January 1, 2012

\*Note 10 - week schedule

# GENERAL INFORMATION

## CLASS TIMES AND COURSE INFORMATION

### LECTURE COURSES

Monday, Tuesday, Wednesday, and Thursday evening classes begin at 6:30 p.m. and meet weekly for approximately four hours.

**Saturday classes begin at 8:30 a.m., unless otherwise noted, and meet for approximately four hours. Refer to the Academic Calendar and course syllabus for class dates for all lecture classes.**

### DISTANCE LEARNING (e-Courses)

Amberton's distance learning courses (e-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 web site ([www.Amberton.edu](http://www.Amberton.edu)).

Students enrolled in distance learning courses use Amberton's Distance Learning Virtual University. The Virtual University includes many educational tools to assist students in communicating and collaborating with fellow students and faculty, while enhancing the learning experience. Details on the Virtual University may be found on the University's web site, [www.Amberton.edu](http://www.Amberton.edu). Click on Login to *Virtual University or Student Login*.

### OFF-CAMPUS COURSES

Amberton University offers a variety of off-campus courses at locations throughout the metroplex. Call the Student Services Office (972/279-6511, Extension 180 or 301) to obtain information about specific locations.

### COURSE SYLLABI

Syllabi for all courses are available on the Amberton University web site at <http://www.Amberton.edu>, under "Courses." Students can use any available computer to print out course syllabi, including the computers in the Amberton University Garland Campus Library Resource Center and the Frisco Center computer lab. A student should not register for a course before reading the syllabi. (See the University's catalog for additional information.)

### THE ELECTRONIC DEGREE PLAN

Students who graduate under the *Amberton University Catalog v.40* can have Amberton University transcribed work and all transfer work electronically evaluated against any degree in the v.40 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 takes approximately two minutes to analyze a student's records and provide a printed report. See a University advisor for further information on obtaining an EDP.

# TELEPHONE NUMBERS

Amberton University has an automated telephone system that expedites calls and allows message recording and retrieval 24 hours a day. When you know the extension, press '1' and then the number for direct access to the person or department called. If you do not know the extension, press 9 for additional extension information. For an emergency, call 0 for the operator. Listed below are the most often requested numbers:

**MAIN NUMBER . . . . . 972/279-6511**

**FRISCO CENTER . . . . . 301**

**STUDENT SERVICES--Next Available Advisor . . . . . 180**

Advisors are available without an appointment.

Admission Records . . . . . 180

Registration Information . . . . . 180

Request Schedule of Classes/Catalog . . . . . 164

Student Account Inquiry . . . . . 180

Transcript Information . . . . . 180

**LIBRARY RESOURCE CENTER--For Library Assistance. . . . . 137**

**ADMINISTRATIVE FAX . . . . . 972/279-9773**

This fax is for official administrative business only (withdrawals, registration, etc.).

DO NOT use this fax to report class absences or to submit homework.

**FACULTY FAX. . . . . 972/686-5890**

This fax is for homework, reporting class absences, and notes to faculty only.

DO NOT use this fax for administrative services.

**BOOKSTORE (Garland Campus) . . . . . 972/686-7337**

**INCLEMENT WEATHER. . . . . 972/279-6511**

The University will not broadcast class closings over radio or television. However, the University will announce any closing over its own telephone system. 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.

# **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.

#### **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.

### **ADMINISTRATIVE OFFICES**

University Administrative Offices are open during the following hours:

Monday - Thursday	10:00 a.m. to 6:30 p.m.
Friday	10:00 a.m. to 1:30 p.m.
Saturday	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, Extension 350.



# FINANCIAL INFORMATION

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

## TUITION

**PER COURSE.....\$705.00**

(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

(Fees are assessed as a result of a student action or request.)

(Specific use fees are not refundable.)

Course Drop Fee ( <i>per each drop</i> ) .....	\$10.00
Credit Card Rejection Fee ( <i>per each occurrence</i> ) .....	\$25.00
Deferred Payment Fee ( <i>charged each session</i> ) .....	\$5.00
Duplicate Diploma Fee .....	\$15.00
Financial Records Search Fee .....	\$5.00
Graduation Evaluation Fee ( <i>accompanies graduation application and good for one year from date of application</i> ) .....	\$100.00
Grade Change Fee .....	\$10.00
International New Student Processing Fee ( <i>accompanies admission application</i> ) .....	\$100.00
International Student Reporting Fee ( <i>charged each session</i> ) .....	\$25.00
Late Registration Fee ( <i>per each occurrence</i> ) .....	\$25.00
Library Fines ( <i>fine charges are progressive by days overdue</i> ) .....	
Practicum Fee.....	\$100.00
Returned Check Fee ( <i>per each occurrence</i> ).....	\$25.00
Transcript Fee ( <i>per each transcript ordered</i> ).....	\$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). Generally speaking, tuition charges may be the only cost a student incurs, with the exception of course materials and textbooks.

Although Amberton does not participate in any Federal Financial Aid programs, 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 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 (M/C and VISA), 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:

<b>DATES</b>	<b>REFUND%</b>
<b>09/10/11 through 09/17/11</b>	<b>100%</b>
<b>09/18/11 through 09/24/11</b>	<b>80%</b>
<b>09/25/11 through 10/01/11</b>	<b>60%</b>
<b>10/02/11 through 10/08/11</b>	<b>40%</b>
<b>10/09/11 through 10/15/11</b>	<b>20%</b>

There is no refund after **10/15/11**. 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)**

To be considered official, the class change must be in writing and signed by the student requesting the change; **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.

An official change may be submitted by completing the Change of Schedule form located in the *Schedule of Classes* or by written notice containing the student's name and signature, ID number, and course(s) to be changed. The notice may be faxed, mailed, or hand delivered to the University. For the student's convenience, the notice may be submitted in the Student Services Office or placed in one of the drop boxes located inside and outside the Garland facility. If the exact add/drop date is critical to the student, it is recommended the student send the change by registered mail.

Confirmation of a class change will be mailed to the student within 3 working days of receiving the official notice. In the event the student does not receive a change confirmation within 3 working days, the student is to contact the University.

# OFFICE EXTENSION NUMBERS *and* E-MAIL ADDRESSES

## ADMINISTRATION

President .....	Dr. Melinda Reagan ....	122 .....	President@Amberton.edu
Vice President for Academic Services .....	Dr. Don Hebbard .....	153 .....	VP Acad@Amberton.edu
Vice President for Administrative Services .....	Mr. Brent Bradshaw ....	141 .....	VP Admin@Amberton.edu
Vice President for Strategic Services .....	Dr. Jo Lynn Loyd .....	126 .....	VPSS@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

## FACULTY

Abbott, Mr. Michael .....	201 .....	MAbbott@Amberton.edu
Allen, Dr. Christopher .....	252 .....	CAllen@Amberton.edu
Bateman, Dr. Ken .....	156 .....	KBateman@Amberton.edu
Benson, Dr. Paul .....	203 .....	PBenson@Amberton.edu
Cannon, Dr. Carol .....	202 .....	CCannon@Amberton.edu
Chester, Dr. Gail .....	226 .....	GChester@Amberton.edu
Cox, Dr. Jack .....	163 .....	JCox@Amberton.edu
Darnell, Mr. Ronald .....	152 .....	RDarnell@Amberton.edu
Davis, Dr. Cliff .....	241 .....	CDavis@Amberton.edu
Ellason, Dr. Joan .....	209 .....	JEllason@Amberton.edu
Grimes, Dr. Geoffrey .....	218 .....	GGrimes@Amberton.edu
Hamilton, Dr. Sheryl .....	232 .....	SHamilton@Amberton.edu
Hardaway, Mr. Steven .....	219 .....	SHardaway@Amberton.edu
Harrison, Dr. Mary .....	208 .....	MHarrison@Amberton.edu
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Hedgpeth, Dr. David .....	221 .....	DHedgpeth@Amberton.edu
Hightower, Mr. Rick .....	260 .....	RHightower@Amberton.edu
Hill, Dr. Deborah .....	214 .....	DHill@Amberton.edu
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Johnson, Dr. Pamela.....	147.....	PJohnson@Amberton.edu
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Karch, Ms. Donna.....	265.....	DKarch@Amberton.edu
King, Dr. Jerry.....	225.....	JKing@Amberton.edu
Kirk, Ms. Tara.....	262.....	TKirk@Amberton.edu
Koontz, Mr. Brian .....	222.....	BKoontz@Amberton.edu
Latson, Dr. Sherry.....	227.....	SLatson@Amberton.edu
Loyd, Dr. Jo Lynn .....	126.....	JLoyd@Amberton.edu
Lynn, Dr. Lynelle .....	244.....	LLynn@Amberton.edu
Massey, Dr. Les.....	229.....	LMassey@Amberton.edu
McBrayer, Dr. Kathy.....	248.....	KMcBrayer@Amberton.edu
Mullican, Mr. Jon.....	255.....	JMullican@Amberton.edu
Ohlhausen, Mr. Dean .....	236.....	DOhlhausen@Amberton.edu
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Paul, Dr. Lee .....	144.....	LPaul@Amberton.edu
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Pinder, Dr. Margaret.....	154.....	MPinder@Amberton.edu
Pipkin, Dr. Rick.....	212.....	RPipkin@Amberton.edu
Qualls, Dr. Mary Kay.....	151.....	MQualls@Amberton.edu
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Richey, Dr. Douglas .....	245.....	DRichey@Amberton.edu
Richey, Dr. Jim.....	210.....	JRichey@Amberton.edu
Rogers, Mr. Jerry.....	246.....	JRogers@Amberton.edu
Rupe, Dr. Robert .....	258.....	RRupe@Amberton.edu
Schultz, Dr. Jonathan .....	143.....	JSchultz@Amberton.edu
Springer, Dr. Verlene.....	161.....	VSpringer@Amberton.edu
Stafford, Mr. James.....	211.....	JStafford@Amberton.edu
Stephenson, Dr. Blair.....	220.....	BStephenson@Amberton.edu
Swiger, Mr. Stephen.....	205.....	SSwiger@Amberton.edu
Thompson, Dr. Ben.....	264.....	BThompson@Amberton.edu
Tidwell, Dr. Steven .....	169.....	STidwell@Amberton.edu
Tinius, Dr. Kathryn .....	158.....	KTinius@Amberton.edu
Tway, Dr. John .....	159.....	JTway@Amberton.edu
Umberson, Ms. Kirsten.....	228.....	KUmberson@Amberton.edu
Van Hamme, Dr. Jerry.....	207.....	JVanHamme@Amberton.edu
Watson, Dr. Carol.....	157.....	CWatson@Amberton.edu
Worthen, Dr. MaryLou.....	270.....	MWorthen@Amberton.edu

# GARLAND CAMPUS LECTURE COURSES UNDERGRADUATE

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

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
<b>ACCOUNTING</b>				
ACC3114.01	INTERMEDIATE ACCT I	Irving	MON	18
ACC4125.01	AUDITING	Hightower	THR	11
<b>BUSINESS</b>				
BUS3104.01	STATISTICAL ANALYSIS I	Ohlhausen	THR	18
<b>COMMUNICATION</b>				
COM3401.01	PUBLIC SPEAKING	Huffman	WED	18
COM4407.01	NONVERBAL COMMUNICATION	Worthen	SA1	16
COM4441.01	EFFECTIVE WRITING SKILLS	Grimes	MON	16
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>				
HBD4725.01	PSYCHOLOGY OF ADJUSTMENT	Latson	TUE	16
HBD4752.01	POWER/WISDOM OF LOVE	Hedgpeth	SA2	16
HBD4759.01	STRESS MANAGEMENT	Ellason	WED	11
<b>MATHEMATICS</b>				
MAT1014.01	SURVEY OF MATHEMATICS	Perl	THR	15
<b>MANAGEMENT</b>				
MGT4193.01	NEGOTIATION SKILLS	Cox	TUE	19
<b>RELIGION</b>				
REL3821.01	THE GOSPEL OF JOHN	Mullican	MON	15

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

# GARLAND CAMPUS LECTURE COURSES GRADUATE

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

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
<b>COMMUNICATION</b>				
COM5401.01	PUBLIC SPEAKING	Huffman	WED	18
COM5407.01	NONVERBAL COMMUNICATION	Worthen	SA1	16
<b>COUNSELING</b>				
CSL6740.01	COUNSELING ETHICS	Springer	MON	19
CSL6745.01	SCHOOL COUNSELING ETHICS	Qualls	THR	19
CSL6801.01	LIFE SPAN DEVELOPMENT	Hebbard	TUE	11
CSL6803.01	CAREER CNSLG/GUIDANCE	Chester	SA2	17
CSL6805.01	GROUP COUNSELING/THERAPY	Hollingshead	TUE	17
CSL6820.01	DYSFUNCTIONAL BEHAVIOR	Bateman	THR	17
CSL6822.01	FAMILY IN CRISIS	Ellason	SA1	17
CSL6825.01	MARRIAGE/FAMILY THERAPY	Davis	WED	16
CSL6829.01	PRE-PRAC SCHOOL CNSLG	Qualls	WED	8
CSL6830.01	ADV CNSLG SKILLS & TECH	Bateman	WED	17
CSL6839.01	PRE-PRAC PROFESS CNSLG	Springer	THR	8
CSL6840.01	PRACTICUM I *	Bateman	MON	8
CSL6845.01	PRACTICUM II *	Bateman	MON	8
CSL6855.01	PRACTICUM SCHOOL CNSLG *	Qualls	TUE	8
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>				
HBD5725.01	PSYCHOLOGY OF ADJUSTMENT	Latson	TUE	16
HBD5752.01	POWER/WISDOM OF LOVE	Hedgpeth	SA2	16
HBD5759.01	STRESS MANAGEMENT	Ellason	WED	11
<b>MANAGEMENT</b>				
MGT5193.01	NEGOTIATION SKILLS	Cox	TUE	19
<b>REQUIRED GRADUATE STUDIES</b>				
RGS6035.01	RESEARCH METHODS	Tinius	WED	19

\* Practicum Fee \$100.00

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

# **FRISCO CENTER LECTURE COURSES**

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

## **UNDERGRADUATE**

<b>COURSE</b>	<b>DESCRIPTION</b>	<b>INSTRUCTOR</b>	<b>DAY</b>	<b>ROOM</b>
<b>BUSINESS</b>				
BUS4110.21	INTERNATIONAL BUSINESS	Hill	MON	F1
BUS4113.21	ACCT & FINANCE FOR MNGRS	Swiger	TUE	F2
<b>MANAGEMENT</b>				
MGT4225.21	EMERG RESP PLAN & EVAL	Cox	THR	F1
MGT4495.21	PROJ MGMT FOUNDATIONS	Stafford	SA2	F2

## **GRADUATE**

<b>COURSE</b>	<b>DESCRIPTION</b>	<b>INSTRUCTOR</b>	<b>DAY</b>	<b>ROOM</b>
<b>BUSINESS</b>				
BUS5110.21	INTERNATIONAL BUSINESS	Hill	MON	F1
<b>COUNSELING</b>				
CSL6779.21	COUNSELING IN SCHOOLS	Qualls	MON	F2
CSL6780.21	PROFESSIONAL COUNSELING	Pinder	TUE	F1
CSL6800.21	COUNSELING ASSESSMENT	Hamilton	THR	F3
CSL6825.21	MARRIAGE/FAMILY THERAPY	Springer	SA1	F2
CSL6832.21	MULTICULTURAL COUNSELING	Johnson, P	WED	F3
CSL6833.21	CNSLG CHILDREN & ADOLESC	Latson	SA2	F3
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>				
HBD6771.21	CONFLICT MGMT/RESOLUTION	Pipkin	THR	F2
<b>MANAGEMENT</b>				
MGT5225.21	EMERG RESP PLAN & EVAL	Cox	THR	F1
<b>REQUIRED GRADUATE STUDIES</b>				
RGS6035.21	RESEARCH METHODS	Watson	TUE	F3

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

# DISTANCE LEARNING COURSES UNDERGRADUATE

COURSE	DESCRIPTION	INSTRUCTOR	
<b>ACCOUNTING</b>			
ACC2112.E1	PRINCIPLES OF ACCT II	Rogers	DL
ACC3117.E1	COST ACCOUNTING	Thompson	DL
ACC4124.E1	GVRNMNTL/SPECIAL TOPICS	Swiger	DL
<b>BUSINESS</b>			
BUS3305.E1	MGMT PROCESSES/INFO SYS	Schultz	DL
BUS3310.E1	MKT STRUCTURE/COMP ANALY	Tway	DL
BUS4110.E1	INTERNATIONAL BUSINESS	Tway	DL
<b>COMMUNICATION</b>			
COM3461.E1	TECHNICAL WRITING	Richey, J	DL
COM3469.E1	MANAGERIAL COMMUNICATION	Stephenson	DL
COM4445.E1	PUBLIC RELATIONS	Huffman	DL
<b>ECONOMICS</b>			
ECO2132.E1	PRIN OF MICROECONOMICS	King	DL
<b>ENGLISH</b>			
ENG1002.E1	COMPOSITION & LITERATURE	Ragsdale	DL
ENG2006.E1	STUDIES IN LITERATURE	Benson	DL
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>			
HBD4721.E1	SEX ROLES BUS/SOCIETY	Johnson, P	DL
HBD4735.E1	HUMAN RESOURCE INVENTORY	Tinius	DL
<b>HISTORY</b>			
HIS1012.E1	AM HIST 1876 TO PRESENT	Kirk	DL
<b>HUMANITIES</b>			
HUM1015.E1	INTRO TO THE HUMANITIES	Benson	DL
<b>MATHEMATICS</b>			
MAT1013.E1	CONTEMPORARY MATHEMATICS	Johnston	DL
MAT1021.E1	QUANTITATIVE METHODS I	Richey, D	DL
<b>MANAGEMENT</b>			
MGT3172.E1	ANALYSIS/DESIGN OF ORGAN	Cox	DL
MGT4174.E1	PERSONNEL MANAGEMENT	Tidwell	DL
MGT4193.E1	NEGOTIATION SKILLS	Tidwell	DL
MGT4199.E1	BUSINESS ADMIN & POLICY	McBrayer	DL
MGT4495.E1	PROJ MGMT FOUNDATIONS	Darnell	DL
MGT4501.E1	PROJECT SCOPE/QLTY MGMT	Karch	DL
MGT4503.E1	PROJ RISK/TIME MGMT	Hardaway	DL
<b>MANAGEMENT INFORMATION SYSTEMS</b>			
MIS4321.E1	CONCEPTS OF TELECOMM	Abbott	DL
MIS4322.E1	EMERGING TECHNOLOGIES	Koontz	DL
<b>MARKETING</b>			
MKT3151.E1	MARKETING	Umberson	DL
<b>RELIGION</b>			
REL3851.E1	FAMILY RELATIONS	Massey	DL
<b>SCIENCE</b>			
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.

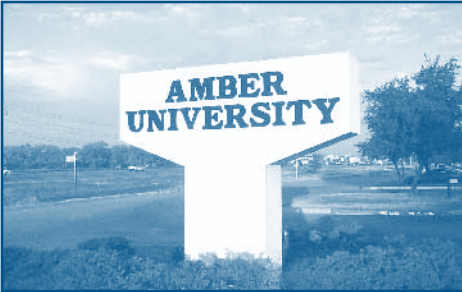
# DISTANCE LEARNING COURSES

## GRADUATE

COURSE	DESCRIPTION	INSTRUCTOR	
<b>BUSINESS</b>			
BUS5110.E1	INTERNATIONAL BUSINESS	Tway	DL
<b>COMMUNICATION</b>			
COM5469.E1	MANAGERIAL COMMUNICATION	Stephenson	DL
COM5445.E1	PUBLIC RELATIONS	Huffman	DL
COM6303.E1	COMM RESULTS IN ORGAN	Huffman	DL
<b>COUNSELING</b>			
CSL6720.E1	CHRISTIAN COUNSELING	Paul	DL
CSL6780.E1	PROFESSIONAL COUNSELING	Johnson, K	DL
CSL6782.E1	THEORIES/METHODS CNSLG	Johnson, K	DL
CSL6801.E1	LIFE SPAN DEVELOPMENT	Johnson, K	DL
CSL6803.E1	CAREER CNSLG/GUIDANCE	Johnson, P	DL
<b>ECONOMICS</b>			
ECO6140.E1	MANAGERIAL ECONOMICS	Tway	DL
<b>FINANCE</b>			
FIN6186.E1	MANAGERIAL FINANCE	Thompson	DL
<b>HUMAN BEHAVIOR AND DEVELOPMENT</b>			
HBD5721.E1	SEX ROLES BUS/SOCIETY	Johnson, P	DL
HBD5735.E1	HUMAN RESOURCE INVENTORY	Tinius	DL
HBD6767.E1	FAMILY STUDIES	Paul	DL
HBD6769.E1	HUMAN SEXUALITY	Lynn	DL
HBD6771.E1	CONFLICT MGMT/RESOLUTION	Paul	DL
HBD6776.E1	LDRSHP THEORIES/PRACTICE	Cannon	DL
<b>HUMAN RESOURCES AND TRAINING</b>			
HRT6555.E1	EMERGING ISSUES IN HRT	Tinius	DL
HRT6560.E1	ORGANIZATIONAL CULTURE	Reagan	DL
HRT6565.E1	DEV TRAINING PROGRAMS	Cox	DL
HRT6575.E1	ORGANIZATIONAL CHANGE	Rupe	DL
<b>MANAGEMENT</b>			
MGT5172.E1	ANALYSIS/DESIGN OF ORGAN	Cox	DL
MGT5193.E1	NEGOTIATION SKILLS	Tidwell	DL
MGT6106.E1	LAW APPLN FOR MANAGERS	Allen	DL
MGT6152.E1	PROJ EXECUTION/CLOSING	Darnell	DL
MGT6154.E1	PROJ MGMT APPLICATIONS	Darnell	DL
MGT6175.E1	MGMT:RSPNSBLTY/PRACTICE	Watson	DL
MGT6176.E1	COMPENSATION MANAGEMENT	Schultz	DL
MGT6177.E1	HUMAN RESOURCE MGMT	Tidwell	DL
MGT6203.E1	STRATEGIC MANAGEMENT	Watson	DL
<b>MARKETING</b>			
MKT6210.E1	MARKETING MANAGEMENT	Harrison	DL
<b>REQUIRED GRADUATE STUDIES</b>			
RGS6035.E1	RESEARCH METHODS	Tinius	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.

# **CELEBRATING 40 YEARS OF EDUCATING WORKING ADULTS.**



The President, Faculty and Administration of Amberton University are proud to announce the institution's 40th year in higher education.

Since 1971, Amberton University has been an integral part of the Dallas/Fort Worth education community by meeting the needs of the working adult through lecture-based and distance learning programs.

Amberton began as an extension campus of Abilene Christian University and was located in Mesquite. Four decades later, the nationally recognized and regionally accredited University, with campuses in Garland and Frisco, continues to provide undergraduate and graduate degree programs for students in the DFW area as well as across the country and around the world.

To commemorate the University's 40th year, Amberton has introduced three new degrees. The University has added BBA and MBA degree programs in Project Management and a Master's degree program in Christian Counseling. The University has also reintroduced the BA degree program in Professional Development.

Amberton currently offers a total of nineteen BA, BS, BBA, MA, MS, and MBA degrees.



# UNDERGRADUATE PROGRAMS

## ***BACHELOR OF ARTS***

Professional Development

## ***BACHELOR OF BUSINESS ADMINISTRATION***

General Business

Management

Management Accounting

Project Management

## ***BACHELOR OF SCIENCE***

Applied Studies

Human Relations and Business

# GRADUATE PROGRAMS

## ***MASTER OF ARTS***

Christian Counseling

Professional Counseling

Professional Development

School Counseling

## ***MASTER OF BUSINESS ADMINISTRATION***

General Business

Management

Project Management

Strategic Leadership

## ***MASTER OF SCIENCE***

Family Studies

Human Relations and Business

Human Resource Training and Development

Managerial Science

## DEGREE PROGRAM METHODS OF DELIVERY

		<u>Classroom</u>	<u>DL*</u>
BA	Professional Development	√	√
BBA	General Business	√	√
BBA	Management	√	√
BBA	Management Accounting	√	
BBA	Project Management	√	√
BS	Applied Studies	√	√
BS	Human Relations & Business	√	√
MA	Christian Counseling	√	√
MA	Professional Counseling	√	
MA	Professional Development	√	√
MA	School Counseling	√	
MBA	General Business	√	√
MBA	Management	√	√
MBA	Project Management	√	√
MBA	Strategic Leadership	√	√
MS	Family Studies	√	√
MS	Human Relations & Business	√	√
MS	Human Resource Training & Development	√	√
MS	Managerial Science	√	√

\* Distance Learning degree programs are available via the Internet with no on-campus attendance required. Admission requirements of the University must be satisfied.

# **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

## ***GRADUATE CERTIFICATIONS***

**Adult Training and Development**  
**Change Management**  
**Conflict Management and Resolution**  
**Diversity Awareness**  
**Executive Leadership**  
**Human Resource Management**  
**Executive Communication Skills**  
**Project Management**

## ***UNDERGRADUATE CERTIFICATIONS***

**Business Management Essentials**  
**Executive Communication Skills**  
**Project Management**

For additional information call [972/279-6511](tel:9722796511) or visit [www.Amberton.edu](http://www.Amberton.edu)



# ADMISSION INSTRUCTIONS

## STEP ONE:

Complete the *APPLICATION FOR ADMISSION* if you:

- a. are over 21 years of age, 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.

Fax, mail or hand deliver the admission application to the University. No admission fee is required. Because the admission application requires a social security number, please do not submit the application by email.

International students should review the "International Student Admission Requirements" before applying for admission. The requirements are located online at [www.amberton.edu](http://www.amberton.edu), under "Future Students" and "Admission Information."

Within a week, you should receive a letter advising you of your admission status to the University. You do not have to wait for this letter in order to register. You may submit your application for admission and your enrollment request form at the same time; however, your registration will be processed contingent upon your admission to the University. Refer to the Registration Instructions on page 22 for assistance.

## STEP TWO:

Order and provide official transcripts from colleges and universities previously attended. Transcript request forms are provided for your convenience in the Student Services Office. As transcripts are received, they will be evaluated. You will receive a copy of the assessment in the form of an *Electronic Transfer of Credit Report* (ETCR). The ETCR can then be used to prepare a degree plan using the electronic system. You may submit your *ENROLLMENT REQUEST FORM* prior to transcripts being received.

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 1:

Review course syllabi before enrolling. Syllabi are available through the University's web site, [www.Amberton.edu](http://www.Amberton.edu).

## STEP 2:

Complete and return the "Request for Enrollment Form" found in the *Schedule of Classes* and on the University's web site. The form may be mailed, faxed (972/279-9773) or placed in any one of the University's Garland Campus drop boxes or delivered to the Frisco Center. This form may be submitted with your Application for Admission.

**NOTE:** The course load is limited to:  
Undergraduate -- 12 hours  
Graduate -- 9 hours

## STEP 3:

Once the University receives the enrollment request, the registration completion packet should be mailed to you within five (5) working days. If the packet is not received within a reasonable time, please call the University (972/279-6511, Extension 180) to report the problem.

## STEP 4:

Carefully READ and FOLLOW the instructions included with the registration completion packet. Return the completed forms to the University by the indicated due date. Your registration will be subject to cancellation if the forms and payment arrangements are not received by the deadline. You should receive a confirmation of registration by mail within five (5) working days.

## NOTE:

Students who do not complete the registration process before the first day of the session may enroll during late registration. A \$25 late fee is applied and enrollment is confined to lecture classes that have not yet met and for e-Courses.

Students registering for distance learning courses follow the same procedures stated above. Access to the *Virtual University*, including student email accounts, is available on the first day of the session.

# 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.\*

**ENTRY DATE:** \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer **YEAR** \_\_\_\_\_

**PERSONAL DATA: Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** *Daytime* \_\_\_\_\_ *Evening* \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ (MM/DD/YY)

**U.S.Citizen/Permanent Resident:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No, identify Country of Origin: \_\_\_\_\_

**EDUCATIONAL DATA:**

Classification: Applying for \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate level at AU.

List in chronological order, all colleges and universities attended:

Name	City/State	Dates Attended	Hrs Completed (No Degree)	Degree(s) Awarded (e.g., BA, MS)
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COMPLETE THE INFORMATION ON THE BACK OF THIS FORM

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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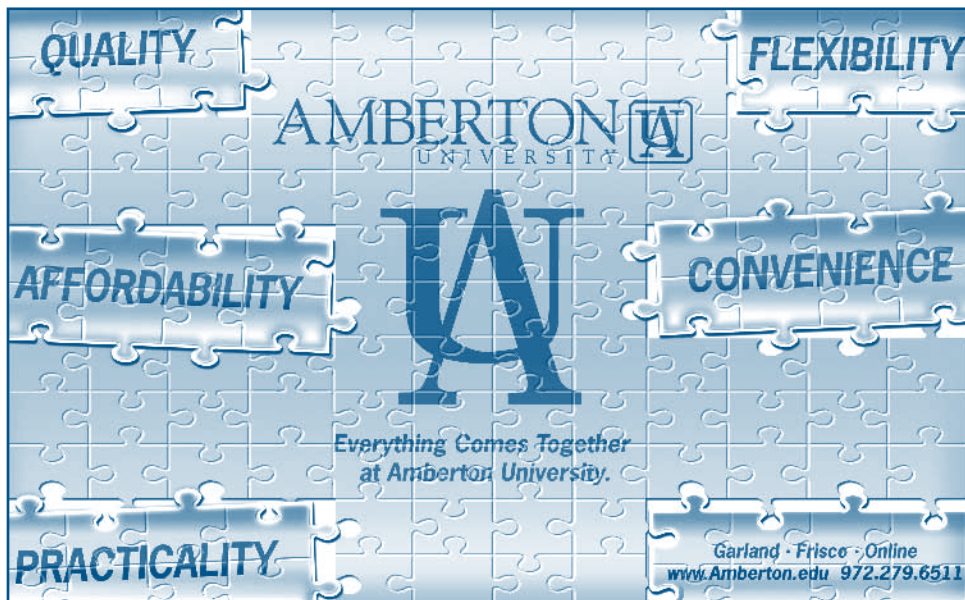
**Signature**

**Date**

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

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

# FOLLOW TOMORROW'S LEADERS TODAY AT **AMBERTON UNIVERSITY.**



Going back to school can be intimidating to many adults; however, Amberton University is designed specifically to address the needs of adult students. Amberton knows your concerns and has created an atmosphere that provides the flexibility and convenience that you require.

Amberton's flexible scheduling allows students to take classes at times that suit their needs such as weeknights and weekends.

Amberton offers lecture courses at the main campus in Garland and the Frisco Center. In addition, students can take distance-learning courses from anywhere there is Internet access.

Furthermore, Amberton has the lowest tuition of any private university in the Dallas/Fort Worth area. Amberton also offers students the ability to pay through convenient payment plans.

Imagine having all these benefits plus professional staff and experienced faculty who genuinely care about your success. Isn't it time to reconsider the possibility of obtaining your college degree?

*Take another look at Amberton University and see how we can help you.*

**AMBERTON**   
UNIVERSITY

# UNDERGRADUATE & GRADUATE DEGREE PROGRAM CODES

## UNDERGRADUATE

- BA** Professional Development (14)
- BBA** General Business (31)
- BBA** Management (32)
- BBA** Management Accounting (33)
- BBA** Project Management (36)
- BS** Applied Studies (34)
- BS** Human Relations and Business (35)
- Undecided (19)

## GRADUATE

- MA** Christian Counseling (40)
- MA** Professional Counseling (23)
- MA** School Counseling (41)
- MA** Professional Development (17)
- MBA** General Business (42)
- MBA** Management (43)
- MBA** Project Management (39)
- MBA** Strategic Leadership (44)
- MS** Family Studies (45)
- MS** Human Relations and Business (11)
- MS** Human Resource Training and Development (46)
- MS** Managerial Science (47)

# FALL ENROLLMENT REQUEST FORM

Use This Form to Register by Mail/Fax Between **August 1 - August 31, 2011**

**Amberton University Fax: 972/279-9773**

## I. STUDENT INFORMATION:

**Student ID (AU ID or SSN):** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** *Daytime* \_\_\_\_\_ *Evening* \_\_\_\_\_

**Employer:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**New Student:** \_\_\_\_ Yes \_\_\_\_ No

**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*

**Enter Degree Code:** (Listed on previous page) \_\_\_\_\_

**Classification:** \_\_\_\_ 1) Freshman \_\_\_\_ 2) Sophomore \_\_\_\_ 3) Junior  
\_\_\_\_ 4) Senior \_\_\_\_ 5) Graduate

## II. COURSES REQUESTED: (Example: BUS3301.01)

*Limited to 12 hours for Undergraduate and 9 hours for Graduate*

1) \_\_\_\_\_ 3) \_\_\_\_\_

2) \_\_\_\_\_ 4) \_\_\_\_\_

## III. PAYMENT TERMS AND AUTHORIZATION: I request to pay:

\_\_\_\_ In full upon completion of the registration process.

\_\_\_\_ Before the end of the session.

**X** \_\_\_\_\_

**Student's Signature**

**Date**

# 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: \_\_\_\_\_

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  
    1700 Eastgate Drive  
    Garland, TX 75041-5595

FAX Number:                              972/279-9773

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

- \_\_\_\_ PLEASE CREDIT MY CREDIT CARD ACCOUNT
- \_\_\_\_ PLEASE HOLD THE CHECK, I WILL PICK IT UP
- \_\_\_\_ PLEASE MAIL THE CHECK TO:

ADDRESS \_\_\_\_\_

CITY/ST/ZIP \_\_\_\_\_



**AMBERTON UNIVERSITY  
CREDIT CARD  
PAYMENT OPTION**



Students may pay their educational charges with cash, check, or credit card (VISA or MasterCard 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: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_



AMBERTON UNIVERSITY  
1700 EASTGATE DRIVE  
GARLAND TX 75041-5695  
972 / 279 - 6511

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