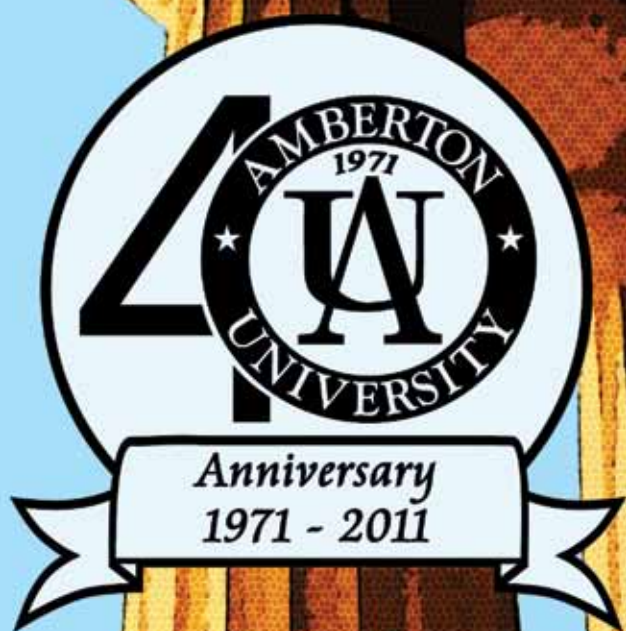


AMBERTON UNIVERSITY



*Spring 2012
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) 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, 2012

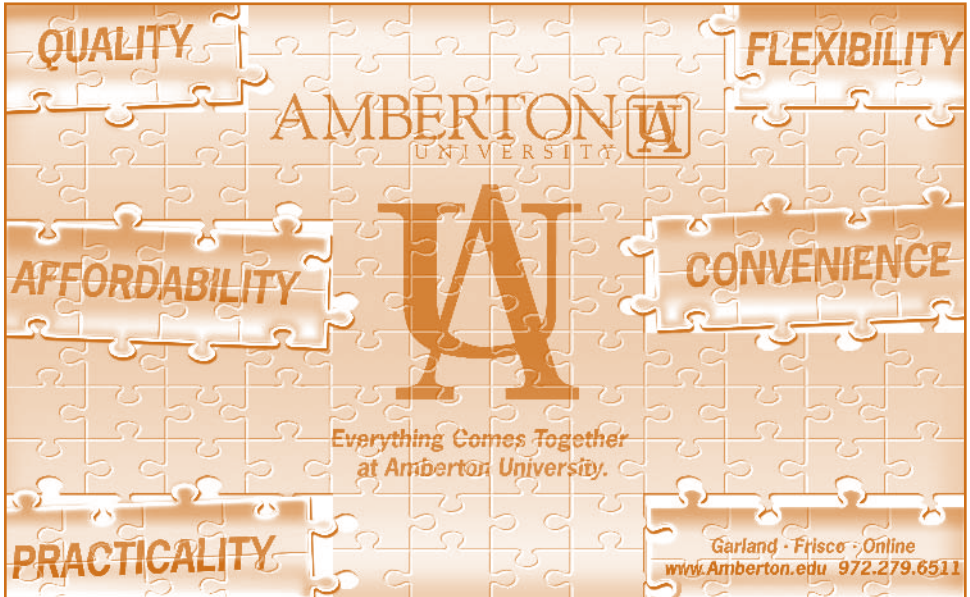
The University reserves the right to advance and revise requirements for admission, requirements for graduation and degrees, curricula of study, instruction of courses, arrangement of courses, charges for tuition and other fees, and other regulations affecting students, whether incoming or previously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

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

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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



*You are cordially invited to attend
Amberton University's Information Sessions
for Spring 2012.*

February 2, 2012
Thursday - 6 p.m. - 8 p.m.
Garland Campus

February 18, 2012
Saturday - 10 a.m. - 12 p.m.
Frisco Center

March 1, 2012
Thursday - 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**

ACADEMIC CALENDAR

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

SPRING SESSION 2012 CALENDAR

FEBRUARY 2012

- 1.....Registration for Spring Begins
- 29.....Last Day to Fax/Mail Spring Enrollment Requests

MARCH 2012

- 1-8Campus Registration Begins (Walk-in Only)
- 8.....Last Day to Finalize Registration
(registration must be completed by 6:30 p.m.)
- 10.....First Day of Lecture Classes/ *Late Registration Begins (\$25 fee)
* *During late registration, enrollment is available for lecture classes that have not yet met and for distance learning courses.*
- 17.....*Late Registration Ends
- 17.....Last Day for 100% Refund/Last Day to File for Spring Graduation

APRIL 2012

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

MAY 2012

- 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.)
- 18.....Winter and Spring 2012 Graduation Ceremony

DATES FOR SATURDAY CLASSES

Saturday classes begin at 8:30 a.m.

Saturday 1 (SA1): March 10, 24; April 7, 21; May 5, 2012

Saturday 2 (SA2): March 17, 31; April 14, 28; May 12, 2012

GRADUATION FOR WINTER AND SPRING 2012--Friday, MAY 18, 2012

SUMMER SESSION 2012

Summer Registration Begins: May 1st

Summer Session Dates: Saturday, June 9, 2012 through August 16, 2012

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).

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. Click on Login to *Virtual University or Student Portal*.

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**
EXTENSION

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 and on the University 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.

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 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:

DATES	REFUND%
03/10/12 through 03/17/12	100%
03/18/12 through 03/24/12	80%
03/25/12 through 03/31/12	60%
04/01/12 through 04/07/12	40%
04/08/12 through 04/14/12	20%

There is no refund after **04/14/12**. 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
Ards, Dr. Kimanya	237	KArds@Amberton.edu
Bateman, Dr. Ken	156	KBateman@Amberton.edu
Benson, Dr. Paul	203	PBenson@Amberton.edu
Cannon, Dr. Carol	202	CCannon@Amberton.edu
Cox, Dr. Jack	163	JCox@Amberton.edu
Darnell, Mr. Ronald	152	RDarnell@Amberton.edu
Davis, Dr. Clif	241	CDavis@Amberton.edu
Ellason, Dr. Joan	209	JEllason@Amberton.edu
Genest, Dr. Candace	266	CGenest@Amberton.edu
Grimes, Dr. Geoffrey	218	GGrimes@Amberton.edu
Hamilton, Dr. Sheryl	232	SHamilton@Amberton.edu
Hardaway, Mr. Steven	219	SHardaway@Amberton.edu
Hebbard, Dr. Don	153	DHebbard@Amberton.edu
Hedgpeth, Dr. David	221	DHedgpeth@Amberton.edu
Hill, Dr. Deborah	214	DHill@Amberton.edu
Hollingshead, Dr. Barbara	247	BHollingshead@Amberton.edu
Huffman, Dr. Melody	139	MHuffman@Amberton.edu
Irving, Ms. Lynn	223	LIrving@Amberton.edu
Johnson, Dr. Ken	160	KJohnson@Amberton.edu
Johnson, Dr. Pamela	147	PJohnson@Amberton.edu

Johnston, Dr. Jackie	261	JJohnston@Amberton.edu
King, Dr. Jerry.....	225	JKing@Amberton.edu
Kirk, Ms. Tara	262	TKirk@Amberton.edu
Latson, Dr. Sherry	227	SLatson@Amberton.edu
Loyd, Dr. Jo Lynn	126	JLoyd@Amberton.edu
Massey, Dr. Les.....	229	LMassey@Amberton.edu
Patton, Dr. Robert	239	RPatton@Amberton.edu
Paul, Dr. Lee	144	LPaul@Amberton.edu
Pinder, Dr. Margaret.....	154	MPinder@Amberton.edu
Qualls, Dr. Mary Kay.....	151	MQualls@Amberton.edu
Ragsdale, Ms. Melissa	267	MRagsdale@Amberton.edu
Reagan, Dr. Matthew	269	MEReagan@Amberton.edu
Richey, Dr. Douglas	245	DRichey@Amberton.edu
Richey, Dr. Jim.....	210	JRichey@Amberton.edu
Rogers, Mr. Jerry.....	246	JRogers@Amberton.edu
Schultz, Dr. Jonathan	143	JSchultz@Amberton.edu
Springer, Dr. Verlene.....	161	VSpringer@Amberton.edu
Stegall, Dr. Teresa	263	TStegall@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
Trulson, Dr. Michael	249	MTrulson@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
ACCOUNTING				
ACC3115.01	INTERMEDIATE ACCT II	Swiger	THR	18
ACC3117.01	COST ACCOUNTING	Irving	MON	18
ACC4123.01	CONSOLIDATIONS & MERGERS	Schultz	WED	18
COMMUNICATION				
COM3401.01	PUBLIC SPEAKING	Huffman	TUE	18
HUMAN BEHAVIOR AND DEVELOPMENT				
HBD4615.01	ORGANIZATIONAL COACHING	Johnson, P	THR	14
HBD4722.01	DEVELOP HUMAN POTENTIAL	Ellason	SA2	17

See Academic Calendar for SA1 & SA2 meeting dates.

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
COMMUNICATION				
COM5401.01	PUBLIC SPEAKING	Huffman	TUE	18
COM6303.01	COMM RESULTS IN ORGAN	Huffman	SA1	17
COUNSELING				
CSL6740.01	COUNSELING ETHICS	Springer	THR	17
CSL6745.01	SCHOOL COUNSELING ETHICS	Springer	THR	17
CSL6800.01	COUNSELING ASSESSMENT	Bateman	SA1	19
CSL6805.01	GROUP COUNSELING/THERAPY	Hollingshead	TUE	17
CSL6820.01	DYSFUNCTIONAL BEHAVIOR	Davis	WED	17
CSL6829.01	PRE-PRAC SCHOOL CNSLG	Qualls	WED	8
CSL6830.01	ADV CNSLG SKILLS & TECH	Bateman	THR	19
CSL6832.01	MULTICULTURAL COUNSELING	Johnson, P	SA2	19
CSL6833.01	CNSLG CHILDREN & ADOLESC	Qualls	MON	19
CSL6839.01	PRE-PRAC PROFESS CNSLG	Johnson, K	THR	8
CSL6840.01	PRACTICUM I *	Bateman	MON	8
CSL6845.01	PRACTICUM II *	Bateman	MON	8
CSL6850.01	PRACTICUM III *	Bateman	MON	8
CSL6855.01	PRACTICUM SCHOOL CNSLG *	Qualls	TUE	8
HUMAN BEHAVIOR AND DEVELOPMENT				
HBD5615.01	ORGANIZATIONAL COACHING	Johnson, P	THR	14
HBD5722.01	DEVELOP HUMAN POTENTIAL	Ellason	SA2	17
MANAGEMENT				
MGT6174.01	ORGANIZATIONAL STAFFING	Cox	SA1	15
MGT6176.01	COMPENSATION MANAGEMENT	Schultz	MON	15
MGT6203.01	STRATEGIC MANAGEMENT	Tidwell	TUE	14
REQUIRED GRADUATE STUDIES				
RGS6035.01	RESEARCH METHODS	Tinius	MON	17

* Practicum Fee \$100.00

See Academic Calendar for SA1 & SA2 meeting dates.

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

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
BUSINESS				
BUS4110.21	INTERNATIONAL BUSINESS	Hill	MON	F1
COMMUNICATION				
COM4405.21	PERSUASION	Huffman	WED	F2
HUMAN BEHAVIOR AND DEVELOPMENT				
HBD4725.21	PSYCHOLOGY OF ADJUSTMENT	Genest	MON	F3
HBD4752.21	POWER/WISDOM OF LOVE	Hedgpeth	TUE	F2
MANAGEMENT				
MGT4193.21	NEGOTIATION SKILLS	Tidwell	THR	F1

GRADUATE

COURSE	DESCRIPTION	INSTRUCTOR	DAY	ROOM
BUSINESS				
BUS5110.21	INTERNATIONAL BUSINESS	Hill	MON	F1
COMMUNICATION				
COM5405.21	PERSUASION	Huffman	WED	F2
COUNSELING				
CSL6782.21	THEORIES/METHODS CNSLG	Johnson, K	MON	F2
CSL6800.21	COUNSELING ASSESSMENT	Hamilton	WED	F3
CSL6801.21	LIFE SPAN DEVELOPMENT	Springer	SA1	F1
CSL6803.21	CAREER CNSLG/GUIDANCE	Latson	SA2	F1
CSL6805.21	GROUP COUNSELING/THERAPY	Pinder	THR	F2
CSL6825.21	MARRIAGE/FAMILY THERAPY	Hebbard	TUE	F3
CSL6830.21	ADV CNSLG SKILLS & TECH	Johnson, K	SA2	F3
FINANCE				
FIN6186.21	MANAGERIAL FINANCE	Schultz	SA1	F3
HUMAN BEHAVIOR AND DEVELOPMENT				
HBD5725.21	PSYCHOLOGY OF ADJUSTMENT	Genest	MON	F3
HBD5752.21	POWER/WISDOM OF LOVE	Hedgpeth	TUE	F2
MANAGEMENT				
MGT5193.21	NEGOTIATION SKILLS	Tidwell	THR	F1
REQUIRED GRADUATE STUDIES				
RGS6035.21	RESEARCH METHODS	Tinius	TUE	F1
RGS6036.21	ETHICS:DECISION MAKING	Van Hamme	THR	F3

See Academic Calendar for SA1 & SA2 meeting dates.

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	
ACCOUNTING			
ACC2112.E1	PRINCIPLES OF ACCT II	Rogers	DL
BUSINESS			
BUS3104.E1	STATISTICAL ANALYSIS I	Richey, D	DL
BUS3305.E1	MGMT PROCESSES/INFO SYS	Darnell	DL
BUS3310.E1	MKT STRUCTURE/COMP ANALY	Tway	DL
BUS4110.E1	INTERNATIONAL BUSINESS	Tway	DL
BUS4113.E1	ACCT & FINANCE FOR MNGRS	Schultz	DL
COMMUNICATION			
COM3461.E1	TECHNICAL WRITING	Richey, J	DL
COM3469.E1	MANAGERIAL COMMUNICATION	Ards	DL
COM4441.E1	EFFECTIVE WRITING SKILLS	Grimes	DL
COM4445.E1	PUBLIC RELATIONS	Huffman	DL
ECONOMICS			
ECO2132.E1	PRIN OF MICROECONOMICS	King	DL
ENGLISH			
ENG1002.E1	COMPOSITION & LITERATURE	Ragsdale	DL
FINANCE			
FIN3137.E1	BUSINESS FINANCE	Thompson	DL
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD4721.E1	SEX ROLES BUS/SOCIETY	Johnson, P	DL
HBD4741.E1	MOTIVATION	Trulson	DL
HISTORY			
HIS1012.E1	AM HIST 1876 TO PRESENT	Kirk	DL
HUMANITIES			
HUM1015.E1	INTRO TO THE HUMANITIES	Benson	DL
MATHEMATICS			
MAT1013.E1	CONTEMPORARY MATHEMATICS	Richey, D	DL
MAT1021.E1	QUANTITATIVE METHODS I	Johnston	DL
MANAGEMENT			
MGT3172.E1	ANALYSIS/DESIGN OF ORGAN	Cox	DL
MGT4174.E1	PERSONNEL MANAGEMENT	Tidwell	DL
MGT4193.E1	NEGOTIATION SKILLS	Cox	DL
MGT4199.E1	BUSINESS ADMIN & POLICY	Cox	DL
MGT4501.E1	PROJECT SCOPE/QLTY MGMT	Hardaway	DL
MGT4503.E1	PROJ RISK/TIME MGMT	Darnell	DL
MANAGEMENT INFORMATION SYSTEMS			
MIS4321.E1	CONCEPTS OF TELECOMM	Abbott	DL
MARKETING			
MKT3151.E1	MARKETING	Umberson	DL
RELIGION			
REL3851.E1	FAMILY RELATIONS	Massey	DL
SCIENCE			
SCI1027.E1	ECOLOGY:MAN/ENVIRONMENT	Patton	DL

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

DISTANCE LEARNING COURSES GRADUATE

COURSE	DESCRIPTION	INSTRUCTOR	
BUSINESS			
BUS5110.E1	INTERNATIONAL BUSINESS	Tway	DL
COMMUNICATION			
COM5469.E1	MANAGERIAL COMMUNICATION	Ards	DL
COM5445.E1	PUBLIC RELATIONS	Huffman	DL
COUNSELING			
CSL6720.E1	CHRISTIAN COUNSELING	Paul	DL
CSL6779.E1	COUNSELING IN SCHOOLS	Qualls	DL
CSL6780.E1	PROFESSIONAL COUNSELING	Latson	DL
CSL6801.E1	LIFE SPAN DEVELOPMENT	Springer	DL
CSL6822.E1	FAMILY IN CRISIS	Johnson, P	DL
CSL6860.E1	PRAC EXP CHRISTIAN CNSLG	Paul	DL
ECONOMICS			
ECO6140.E1	MANAGERIAL ECONOMICS	Tway	DL
HUMAN BEHAVIOR AND DEVELOPMENT			
HBD5721.E1	SEX ROLES BUS/SOCIETY	Johnson, P	DL
HBD5741.E1	MOTIVATION	Trulson	DL
HBD6767.E1	FAMILY STUDIES	Paul	DL
HBD6769.E1	HUMAN SEXUALITY	Hollingshead	DL
HBD6771.E1	CONFLICT MGMT/RESOLUTION	Paul	DL
HBD6776.E1	LDRSHP THEORIES/PRACTICE	Cannon	DL
HUMAN RESOURCES AND TRAINING			
HRT6555.E1	EMERGING ISSUES IN HRT	Tinius	DL
HRT6560.E1	ORGANIZATIONAL CULTURE	Reagan, ME	DL
HRT6570.E1	LEADERSHIP AND TEAM DEV	Watson	DL
HRT6575.E1	ORGANIZATIONAL CHANGE	Tinius	DL
MANAGEMENT			
MGT5172.E1	ANALYSIS/DESIGN OF ORGAN	Cox	DL
MGT5193.E1	NEGOTIATION SKILLS	Cox	DL
MGT6152.E1	PROJ EXECUTION/CLOSING	Darnell	DL
MGT6154.E1	PROJ MGMT APPLICATIONS	Darnell	DL
MGT6175.E1	MGMT:RSPNSBLTY/PRACTICE	Watson	DL
MGT6177.E1	HUMAN RESOURCE MGMT	Tidwell	DL
MGT6203.E1	STRATEGIC MANAGEMENT	Watson	DL
MARKETING			
MKT6210.E1	MARKETING MANAGEMENT	Stephenson	DL
REQUIRED GRADUATE STUDIES			
RGS6035.E1	RESEARCH METHODS	Stegall	DL
RGS6035.E2	RESEARCH METHODS	Worthen	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.

New Degree Programs

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

Master of Business Administration- Project Management



Master of Arts- Christian Counseling



Bachelor of Business Administration- Project Management



*For more information
visit www.Amberton.edu
or call 972/279-6511*

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

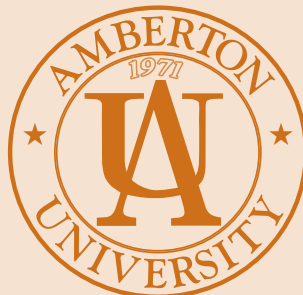
GRADUATE CERTIFICATIONS

**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** or visit **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, 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.

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 course information 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)
------	------------	----------------	---------------------------	----------------------------------

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:

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

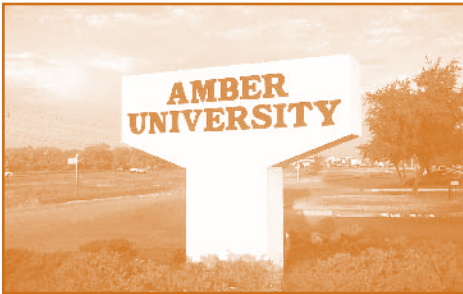
Signature

Date

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

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

CELEBRATING 40 YEARS OF EDUCATING WORKING ADULTS.



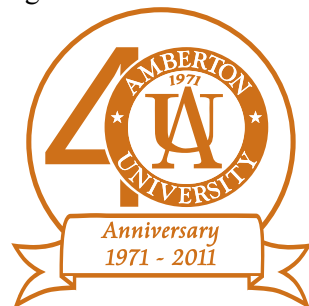
The President, Faculty and Administration of Amber University are proud to announce the institution's 40th year in higher education.

Since 1971, Amber 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 & 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)

SPRING ENROLLMENT REQUEST FORM

Use This Form to Register by Mail/Fax Between February 1, 2012 - February 29, 2012

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

U.S. Citizen/Permanent Resident: 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
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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