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 75034-1928

The Amberton Frisco Center is located at 3880 Parkwood Blvd.

From Dallas, go north on the Dallas North Tollway. Take the Gaylord/Warren exit and turn right on Warren Parkway and then turn left on Parkwood Blvd.

The Amberton Frisco Center is north of Stonebriar Centre and next to the Frisco Water tower.

Amberton University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur Georgia 30033-4097; phone: 404-679-4501; website: www.sacscoc.org) to award bachelor’s and master’s degrees; accredited by the Texas Higher Education Coordinating Board; and recognized by the United States Department of Education.

Published by Amberton University, 2018

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

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

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

WINTER SESSION 2019 CALENDAR

NOVEMBER 2018
01........Registration for Winter Begins
22-24 ..Thanksgiving Holiday - University will be closed
28........Last Day to Fax/Mail Winter Enrollment Requests

DECEMBER 2018
03-06 ..Campus Registration (Walk-in Only)
06........Last Day to Finalize Registration
          (registration must be completed by 6:30 p.m.)
08........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.
15......*Late Registration Ends
15........Last Day for 100% Refund
15.......Last Day to File for Winter Graduation
21-January 04, 2019 Student Holiday Break - No Classes
          (Call before visiting Garland Campus or Frisco Center)

JANUARY 2019
01-04 ..Student Holiday Break - No Classes
05.......Classes Resume
12.......Last Day to Withdraw with a Prorated Refund

FEBRUARY 2019
16.......Saturday 1 Class Final Examinations
23.......Saturday 2 Class Final Examinations
25-28 ..Monday - Thursday Class Final Examinations
28.......Last Day of Session/Last Day to Withdraw from a Class with a "W" (Drop must be received by this date.)

DATES FOR SATURDAY CLASSES
Saturday classes begin at 8:30 a.m.
Saturday 1 (SA1): December 08; January 05, 19; February 02, February 16, 2019
Saturday 2 (SA2): December 15; January 12, 26; February 09, February 23, 2019

GRADUATION FOR WINTER AND SPRING 2019–FRIDAY, MAY 24, 2019

SPRING 2019
Spring Registration Begins: February 1st
Spring Session Dates: Saturday, March 16, 2019 through May 23, 2019
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
Amberton’s distance learning courses are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take a distance learning course must have Internet access and be competent in using e-mail and a browser. Students interested in enrolling in Distance Learning Courses must review the course syllabus before enrolling. For more information, see the University’s catalog or the Distance Learning section on the website (www.Amberton.edu).

The Student Portal provides University students with access to many different educational tools and technologies to enhance their learning experience. These tools include access to an email system, research resources, course management system, discussion forum, chat room, and academic and financial information. Many of these tools allow students and faculty the opportunity to work together on completing various academic requirements. Additional information on the Student Portal is available on the University's website, www.Amberton.edu. A login link is also provided in the top right corner of the website.

COURSE SYLLABI
The course syllabi are accessible for downloading and printing in the Course Guide provided on the University's website, www.Amberton.edu under 'Programs and Courses.' Search for the course (i.e., CSL6803) and then click on the course in the listing. The syllabi are included with each course listed in the Course Guide below the course description and competencies. Students can use any available computer to print out course syllabi, including the systems in the Computer Labs located in the Garland Campus Learning Resource Center and at the Frisco Center. A student should not register for a course before reading the syllabus. If you need assistance, please contact a Student Advisor at Advisor@Amberton.edu or at (972)279-6511.

THE ELECTRONIC DEGREE PLAN
Students can have Amberton University transcripted work and all transfer work electronically evaluated against any degree in the University's Catalog. The Electronic Degree Plan (EDP) produces a printout of satisfied degree requirements as well as requirements that may be deficient relative to the degree selected. The EDP allows a student to compare his/her academic accomplishments against any or all degrees in the catalog. The EDP analyzes a student’s records and provides a printed report. See a University advisor for further information on obtaining an EDP. An EDP can also be obtained through the Student Portal.

INCLEMENT WEATHER
The University will not broadcast class closings over radio or television. However, the University will announce any closing over its website. Usually, such an announcement will come no later than four hours in advance of the beginning of classes. For the most part, the University does not close unless conditions are extremely hazardous.
Amberton University has an automated telephone system that expedites calls and allows message recording and retrieval 24 hours a day. If you know the extension, dial the extension when prompted. If the extension is not known, dial 0 for the operator. For an emergency, call 0 for the operator. Listed below are the most often requested numbers:

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

**EXTENSION** ........................................ 301

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

**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.
BUSINESS HOURS
GARLAND CAMPUS

STUDENT SERVICES

OFFICE HOURS DURING CLASS SESSIONS
Advisors are available during office hours. No appointment is necessary.
Student Services Offices are open during the following hours:
- Monday - Thursday: 10:00 a.m. to 10:00 p.m.
- Friday: 10:00 a.m. to 1:30 p.m.
- Saturday: 8:00 a.m. to 3:00 p.m.
- Sunday: Closed

OFFICE HOURS BETWEEN CLASS SESSIONS
- Monday - Thursday: 10:00 a.m. to 6:30 p.m.
- Friday: 10:00 a.m. to 1:30 p.m.
- Saturday: 10:00 a.m. to 1:30 p.m.
- Sunday: Closed

ADMINISTRATIVE OFFICES
University Administrative Offices are open during the following hours:
- Monday - Thursday: 10:00 a.m. to 6:30 p.m.
- Friday: 10:00 a.m. to 1:30 p.m.
- Saturday: Closed
- Sunday: Closed

LIBRARY RESOURCE CENTER
For Library hours between class sessions, call 972/279-6511, Extension 137.

Hours during class sessions are as follows:
- Monday - Thursday: 1:00 p.m. to 10:00 p.m.
- Friday: 10:00 a.m. to 1:30 p.m.
- Saturday: 8:00 a.m. to 3:00 p.m.
- Sunday: Closed

FRISCO CENTER
For office hours, please call 972/279-6511
FINANCIAL INFORMATION

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

TUITION

PER COURSE.................................................................................................................$795.00
(This rate applies to undergraduates, graduates, in-state and out-of-state students, as well as lecture and distance-learning courses.)
(Tuition is refundable based upon the Refund Policy and Schedule.)

SPECIFIC USE FEES

(Specific use fees are not refundable.)
Course Drop Fee (per each drop) .................................................................................. $10.00
Credit Card Rejection Fee (per each occurrence) ......................................................... $25.00
Deferred Payment Fee (charged each session) ................................................................. $5.00
Duplicate Diploma Fee ..................................................................................................... $15.00
Financial Records Search Fee ........................................................................................... $5.00
Graduation Evaluation Fee (accompanies graduation application and good for one year from date of application) .............................................................. $125.00
Grade Change Fee ............................................................................................................ $10.00
International New Student Processing Fee (accompanies admission application) ......................................................................................................................... $100.00
International Student Reporting Fee (charged each session) ........................................ $25.00
Late Registration Fee (per each occurrence) ................................................................. $25.00
Library Fines (per each day overdue) .............................................................................. $0.35
Portfolio Application (per course) .................................................................................. $50.00
Portfolio Fee (per course when submitted) .................................................................... $200.00
Pre-Practicum and Practicum Fee .................................................................................... See Course Listing
Program Fee (mandatory-charged each session) .............................................................. $10.00
Returned Check Fee (per each occurrence) ................................................................... $25.00
School Counseling Assessment Fee (state mandated-one time fee) ............................. $55.00
Technology Fee (mandatory-charged each session) ....................................................... $20.00
Transcript Fee (per each transcript ordered) ................................................................. $5.00

PAYMENT TERMS

Amberton University's tuition is among the lowest in the region. The tuition rate is the same regardless of academic level or method of delivery (lecture or distance learning). Amberton does not charge a different tuition rate for out-of-state students.

Payment plans are available to students who demonstrate financial integrity to the satisfaction of the University. Students have the option of paying for their courses at enrollment, making payments throughout the session, or making one payment by the last day of the session. The University is also approved for select private educational loans. Employer tuition assistance plans are accepted, with proper documentation. Student accounts are subject to a monthly finance charge of ¾ of 1%. Please visit www.Amberton.edu for more information.

Payments can be made in the form of cash, credit cards (VISA, MasterCard, Discover Card, and American Express only), money orders, personal checks, company checks or cashier's checks. All payments submitted to the University must be received in U.S. funds.
REFUND POLICY AND SCHEDULE

A student who officially drops a class during the first week of the session will be entitled to a full refund of tuition. Please read the current catalog for a complete discussion of the Refund Policy. A student who drops a class during this session will be refunded on the following schedule:

<table>
<thead>
<tr>
<th>DATES</th>
<th>REFUND%</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08/18 through 12/15/18</td>
<td>100%</td>
</tr>
<tr>
<td>12/16/18 through 12/22/18</td>
<td>80%</td>
</tr>
<tr>
<td>12/23/18 through 12/29/18</td>
<td>60%</td>
</tr>
<tr>
<td>12/30/18 through 01/05/19</td>
<td>40%</td>
</tr>
<tr>
<td>01/06/19 through 01/12/19</td>
<td>20%</td>
</tr>
</tbody>
</table>

There is no refund after 01/12/19. 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.

ADDIGN 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.
You are cordially invited to attend Amberton University’s Information Sessions for Winter 2019.

October 27, 2018 - Saturday
11:00 a.m. - 12:00 p.m. - Garland Campus

November 03, 2018 - Saturday
11:00 a.m. - 12:00 p.m. - Frisco Center

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 & Specialization 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!

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
PAYMENT OPTIONS

OUR PHILOSOPHY
Amberton University’s philosophy is to provide an affordable, quality education at a reasonable cost. In keeping with this philosophy, all tuition and fees are due and payable at the time of enrollment. However, for students with acceptable credit, the University offers the following convenient payment options.

PAYMENT METHODS
Payments can be submitted to the University in the form of cash, checks, money orders, cashier’s checks, and credit cards (VISA, MasterCard, Discover Card, and American Express only). Payments can be mailed, submitted at the Student Services Offices in Garland and Frisco, and faxed. Credit/debit card payments can also be made online through the Student Portal.

PAYMENT DEFERRAL
Students who can prove financial integrity to the satisfaction of the University may make application to defer their educational costs when enrolling. To apply for the payment deferral program, complete the University's Payment Deferral Agreement and return it with the Registration Information form. The deferral agreement can either be mailed to you at the time of enrollment or it is available for download on the University's website, www.Amberton.edu, in the Forms and Publications section.

EMPLOYER TUITION ASSISTANCE
Many employers provide tuition assistance for their employees. Explore your options by visiting your employer’s Human Resources Personnel Office about tuition reimbursement benefits.

VETERANS BENEFITS
Amberton University is approved to administer the Veteran’s Educational Benefits Program. Contact a Student Advisor or refer to the Amberton University Catalog 2017-2018 for more information. Information is also available on the University’s website, www.Amberton.edu, under Help and Advice.

PELL GRANTS
The University is certified under Title IV to participate in the Pell Grant program for all undergraduate degree programs. For more information on Pell Grants and eligibility, please visit https://studentaid.ed.gov, speak to a Student Advisor at (972) 279-6511 option #4, or email finaid@amberton.edu.

SALLIE MAE® SMART OPTION STUDENT LOAN®
The Sallie Mae® Smart Option Student Loan® is a private, credit-based, school-certified student loan for student borrowers enrolled at least half time. For information about the application process visit Sallie Mae® (http://www.salliemae.com).

DISCOVER LOAN INFORMATION
Discover Student Loans are private, credit-based, school-certified loans available to undergraduate and graduate students. For more information about the application process, please visit https://www.discover.com/student-loans.

Students applying for a private education loan must complete the Amberton University Private Education Loan Worksheet and return it to the University prior to applying for the loan. The Worksheet may be found on the University’s website, www.Amberton.edu, in the Forms and Publications section. Email inquiries to finaid@amberton.edu.

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OFFICE EXTENSION NUMBERS  
and  
E-MAIL ADDRESSES  

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Vice President for Strategic Services  Dr. Jo Lynn Loyd  126  VPSS@Amberton.edu  
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Tidwell, Dr. Steven ............................................ 169................................. STidwell@Amberton.edu
Tinius, Dr. Kathryn ............................................. 158................................. KTinius@Amberton.edu
Trulson, Dr. Michael ........................................... 249................................. MTrulson@Amberton.edu
Van Hamme, Dr. Jerry ......................................... 207................................. JVanHamme@Amberton.edu
Witt, Dr. Amanda ............................................... 250................................. AWitt@Amberton.edu
## UNDERGRADUATE LECTURE COURSES

### GARLAND CAMPUS

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>INSTRUCTOR</th>
<th>DAY</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNICATION</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>COM4407.01</td>
<td>NONVERBAL COMMUNICATION</td>
<td>Hufman</td>
<td>WED</td>
<td>18</td>
</tr>
<tr>
<td>COM4447.01</td>
<td>CRITICAL ANALYSIS: MEDIA</td>
<td>Phillips, R</td>
<td>MON</td>
<td>16</td>
</tr>
<tr>
<td><strong>HUMAN BEHAVIOR AND DEVELOPMENT</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>HBD4752.01</td>
<td>POWER/WISDOM OF LOVE</td>
<td>Page</td>
<td>WED</td>
<td>15</td>
</tr>
<tr>
<td>HBD4759.01</td>
<td>STRESS MANAGEMENT</td>
<td>Chester</td>
<td>TUE</td>
<td>16</td>
</tr>
<tr>
<td><strong>MANAGEMENT</strong></td>
<td></td>
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</tr>
<tr>
<td>MGT4199.01</td>
<td>BUSINESS ADMIN &amp; POLICY</td>
<td>Tidwell</td>
<td>SA1</td>
<td>16</td>
</tr>
</tbody>
</table>

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

---

### FRISCO CENTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>INSTRUCTOR</th>
<th>DAY</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
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<tr>
<td>BUS3305.21</td>
<td>MANAGEMENT FUNDAMENTALS</td>
<td>Ards</td>
<td>THR</td>
<td>F1</td>
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<tr>
<td><strong>COMMUNICATION</strong></td>
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<tr>
<td>COM3469.21</td>
<td>MANAGERIAL COMMUNICATION</td>
<td>Hufman</td>
<td>SA1</td>
<td>F3</td>
</tr>
</tbody>
</table>

See Academic Calendar for SA1 & SA2 meeting dates.
GRADUATE LECTURE COURSES
GARLAND CAMPUS

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>INSTRUCTOR</th>
<th>DAY</th>
<th>ROOM</th>
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<tr>
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<td>Huffman</td>
<td>WED</td>
<td>18</td>
</tr>
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<td>COM5447.01</td>
<td>CRITICAL ANALYSIS: MEDIA</td>
<td>Phillips, R</td>
<td>MON</td>
<td>16</td>
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<td>CSL6760.01</td>
<td>ADDICTION COUNSELING</td>
<td>Ross</td>
<td>MON</td>
<td>18</td>
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<td>CSL6780.01</td>
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<td>Johnson, K</td>
<td>TUE</td>
<td>17</td>
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<td>THEORIES/METHODS CNSLG</td>
<td>Millican</td>
<td>SA1</td>
<td>17</td>
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<td>CSL6803.01</td>
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* Pre-Practicum School Counseling Fee $150.00
** Practicum Professional Counseling 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.
# GRADUATE LECTURE COURSES

**FRISCO CENTER**

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

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* Practicum School Counseling Fee $175.00

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.
## UNDERGRADUATE DISTANCE LEARNING COURSES

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

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* Practicum School Counseling Fee $175.00

**NOTE:** Business Administration course requirements may be fulfilled by courses from Accounting, Business, Economics, Finance, Management, Management Information Systems, and Marketing.
Students can now earn the MS in Agile Project Management as well as the MS in Family Studies with a Specialization in Christian Counseling.

Please visit www.Amberton.edu for more details.
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
Marriage and Family Therapy
Professional Counseling
Professional Development
School Counseling

MASTER OF BUSINESS ADMINISTRATION
General Business
International Business
Management
Project Management
Strategic Leadership

MASTER OF SCIENCE
Agile Project Management
Family Studies
Family Studies with a Specialization in Christian Counseling
Human Relations and Business
Human Resource Training and Development
Managerial Science
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<td>BBA Management Accounting</td>
<td>✓</td>
</tr>
<tr>
<td>BBA Project Management</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>BS  Applied Studies</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>BS Human Relations &amp; Business</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MA  Marriage and Family Therapy</td>
<td>✓</td>
</tr>
<tr>
<td>MA Professional Counseling</td>
<td>✓</td>
</tr>
<tr>
<td>MA Professional Development</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MA School Counseling</td>
<td>✓</td>
</tr>
<tr>
<td>MBA General Business</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MBA International Business</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MBA Management</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MBA Project Management</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MBA Strategic Leadership</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MS Agile Project Management</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MS Family Studies</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MS Family Studies with a Specialization in Christian Counseling</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MS Human Relations &amp; Business</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MS Human Resource Training &amp; Development</td>
<td>✓  ✓</td>
</tr>
<tr>
<td>MS Managerial Science</td>
<td>✓  ✓</td>
</tr>
</tbody>
</table>

** Classroom degree programs can be completed with a combination of classroom and online courses.

* Distance Learning degree programs are available via the Internet with no on-campus attendance required.
Amberton University offers a number of specialization 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 Specialization Course
• Courses May Be Applied to a Degree Program

UNDERGRADUATE SPECIALIZATIONS
- Business Management Essentials
- Executive Communication Skills
- Project Management

GRADUATE SPECIALIZATIONS
- Adult Training and Development
- Change Management
- Christian Counseling
- Conflict Management and Resolution
- Diversity Awareness
- Executive Leadership
- Human Resource Management
- 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 a mature adult with employment experience, and
b. have successfully completed academic work from an accredited college or university, and
c. are in good standing from the last institution attended
OR
d. are a returning student after three years absence.

Complete the online application by clicking on the 'Apply Now button' on the University's website, www.Amberton.edu. A paper admission application can also be faxed, mailed or hand delivered to the University. No admission fee is required. Because the admission application requires a social security number, please do not submit the application by email.

If you are applying for admission to pursue a Master of Arts School Counseling degree, you must also complete the School Counselor Certification Program Application which is available on the University's website, www.Amberton.edu, under 'Forms & Publications'. You must be admitted to the University and be formally accepted into the School Counselor Certification program prior to taking courses applicable to the degree.

International students should review the International Student Admission Requirements before applying for admission. The requirements are located on the University's website, www.Amberton.edu, and in the University's Catalog. If you have any questions, please contact a Student Advisor. International students must complete a paper admission application.

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 website, www.Amberton.edu, in the Course Guide available under Programs and Courses.

STEP 2:
Complete and return the “Request for Enrollment Form” found in the Schedule of Classes and on the University’s website. The form may be mailed, faxed (972/279-9773), emailed to Advisor@Amberton.edu 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 on-line courses.

Students registering for on-line courses follow the same procedures stated above. Access to course information is available on the first day of the session.
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___________________ Cell:_______________________________________________________

Text?:_____Yes _____No (school closings/important information)

E-mail Address:___________________________________________________________________________

Date of Birth:____________________(MM/DD/YY)

Years of Employment:_____Employer:___________________________________________________________

U.S. Citizen/Permanent Resident:

_____Yes

_____No, identify Country of Origin:_________________________________________________________

Immigration Status:___________________________________________________________

Ethnicity: Hispanic/Latino _____Yes _____No

Race: _____White (1) _____Amer Indian/Alaska Native (2)

_____Black or African Amer (3) _____Asian (4)

_____Hawaiian/Pacific Islander(7) _____Unknown (6)

Sex: ____Male ______Female

EDUCATIONAL DATA:

Classification: Applying for _____Undergraduate _____Graduate level at AU.

Degree Code______(Degree codes have been updated. Please refer to codes on page 26)

Non-Degree Seeking _______

List in chronological order, all colleges and universities attended:

<table>
<thead>
<tr>
<th>Name</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Hrs Completed (No Degree)</th>
<th>Degree(s) Awarded</th>
</tr>
</thead>
</table>

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.
visit
Amberton.ecampus.com
to access the
Amberton University Virtual Bookstore

order textbooks
online 24/7

all of your books available
in one place

have your books delivered directly
to your door

cash back for textbooks at the
end of each semester

large selection of new, used, rental
and eTextbook inventory
# UNDERGRADUATE & GRADUATE DEGREE PROGRAM CODES

## UNDERGRADUATE

<table>
<thead>
<tr>
<th>Degree</th>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Professional Development</td>
<td>14</td>
</tr>
<tr>
<td>BBA</td>
<td>General Business</td>
<td>31</td>
</tr>
<tr>
<td>BBA</td>
<td>Management</td>
<td>32</td>
</tr>
<tr>
<td>BBA</td>
<td>Management Accounting</td>
<td>33</td>
</tr>
<tr>
<td>BBA</td>
<td>Project Management</td>
<td>36</td>
</tr>
<tr>
<td>BS</td>
<td>Applied Studies</td>
<td>34</td>
</tr>
<tr>
<td>BS</td>
<td>Human Relations and Business</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Undecided</td>
<td>19</td>
</tr>
</tbody>
</table>

## GRADUATE

<table>
<thead>
<tr>
<th>Degree</th>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Marriage and Family Therapy</td>
<td>48</td>
</tr>
<tr>
<td>MA</td>
<td>Professional Counseling</td>
<td>53</td>
</tr>
<tr>
<td>MA</td>
<td>Professional Development</td>
<td>17</td>
</tr>
<tr>
<td>MA</td>
<td>School Counseling</td>
<td>51</td>
</tr>
<tr>
<td>MBA</td>
<td>General Business</td>
<td>42</td>
</tr>
<tr>
<td>MBA</td>
<td>International Business</td>
<td>38</td>
</tr>
<tr>
<td>MBA</td>
<td>Management</td>
<td>43</td>
</tr>
<tr>
<td>MBA</td>
<td>Project Management</td>
<td>39</td>
</tr>
<tr>
<td>MBA</td>
<td>Strategic Leadership</td>
<td>44</td>
</tr>
<tr>
<td>MS</td>
<td>Agile Project Management</td>
<td>49</td>
</tr>
<tr>
<td>MS</td>
<td>Family Studies</td>
<td>45</td>
</tr>
<tr>
<td>MS</td>
<td>with a Specialization in Christian Counseling</td>
<td>55</td>
</tr>
<tr>
<td>MS</td>
<td>Human Relations and Business</td>
<td>11</td>
</tr>
<tr>
<td>MS</td>
<td>Human Resource Training and Development</td>
<td>46</td>
</tr>
<tr>
<td>MS</td>
<td>Managerial Science</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>Undecided</td>
<td>19</td>
</tr>
</tbody>
</table>

## ADDITIONAL DEGREE CHOICES FOR FORMER AMBERTON STUDENTS ONLY

A student who selects one of the following "discontinued/replaced" degrees must (1) have been in attendance and enrolled for the degree prior to the Summer 2017 session and, (2) must complete all degree requirements by the dates specified below for each degree. These degree options will be discontinued and unavailable after the dates below. If all degree requirements cannot be completed by the given date, the student must select a degree from the list above.

### GRADUATE

<table>
<thead>
<tr>
<th>Degree</th>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Christian Counseling</td>
<td>(completed prior to June 1, 2019)</td>
</tr>
<tr>
<td>MA</td>
<td>School Counseling</td>
<td>(42 hour program completed prior to June 1, 2019)</td>
</tr>
<tr>
<td>MA</td>
<td>Professional Counseling</td>
<td>(48 hour program completed prior to June 1, 2020)</td>
</tr>
</tbody>
</table>
I. STUDENT INFORMATION:

Student ID (AU ID or SSN): __________________________________________

First Name: _______________________________________________________________________

Last Name: _______________________________________________________________________

Address: _______________________________________________________________________

City: __________________________ State: _______ Zip: __________________________

Phone: Daytime __________________________ Cell: __________________________

Text?: ____ Yes _____ No (school closings/important information)

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: _______ (Degree codes have been updated. Please refer to previous page 26)

Non-Degree Seeking _______

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:______    FINANCIAL AID:______

I request to DROP the following course(s): Dept./Course #/Section#/Course Name.
There is a $10 fee for each course dropped. This charge will be added to your account.
1.______________________________________________________________________
2.______________________________________________________________________

Are you withdrawing from all the courses in which you are enrolled?_____Yes _____No

I request to ADD the following course(s): Dept./Course #/Section#/Course Name.

1.______________________________________________________________________
2.______________________________________________________________________

I accept the academic and financial responsibility for the requested change(s). I understand I
will receive a confirmation of these changes after they have been processed.

Student’s Signature____________________________________ Date:_______________

DELIVER, MAIL, OR FAX THIS FORM TO THE UNIVERSITY.

Mailing Address: Amberton University
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____________________________________________________________________
Students may pay their educational charges with cash, check, or credit card (VISA, MasterCard, Discover Card, and American Express only). To make payment by credit card, complete this form giving ALL requested information. Return the form by fax (972/279-9773), mail, or in person to the University.

In order to pay obligations to Amberton University, I hereby authorize my credit card to be charged with the amount indicated below. Your card will be declined if your limit, credit or daily, is exceeded. I understand if my card is declined, I will be charged a handling fee of $25.00. If I do not make the payment good within 10 days, I understand my entire balance becomes due and I am subject to suspension from the University.

Student's Name:___________________________________________

Student's ID (SSN or AU ID):___________________________________________

Amount Authorized for Charge: $_______________________________

Credit Card Number ___________-__________-____________-______________

Expiration Date:______/________

Month Year

Cardholder's Printed Name:___________________________________________

Cardholder's Signature: X___________________________________________

Cardholder's Billing

Address:_________________________________________________________

City/State:_________________________________________________________Zip:________________

Daytime Phone Number: (________) ________-____________________
1700 Eastgate Drive
Garland, TX 75041-5595

Educating Working Adults For Over 40 Years!
www.Amberton.edu • 972-279-6511