New Student Orientation
Welcome Guide

AB Tech Community College

Welcome to A-B Tech – your future starts here!

Thank you for your interest in A-B Tech! We've created this packet to go along with our New Student Orientation to ensure you have all the tools you need to succeed on your academic journey. Your dreams, our mission!

REGISTRATION UPDATE: For Summer 2020 and Fall 2020 sessions, Moodle Online Orientation **IS NOT** required to be completed before registering for an online class at A-B Tech. It is available in your Trailhead account as an option if you'd like to review it.

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*Maps are not to scale

AB Tech
Community College
828-398-7900
abtech.edu

Fernihurst Dr.

Persistence Dr.
Tech Dr.

TO MEADOW RD

Student Circle

VICTORIA RD

TO BILTMORE AVE

Genevieve Circle

■ Parking Garage
■ Parking
■ Academic and Administrative

Asheville Campus 340 Victoria Rd, Asheville, NC 28801

1. **Thomas W. Simpson Administration Building**
2. **Haynes/Balsam Building**
3. **Birch Building**
4. **Dogwood Building**
5. **K. Ray Bailey Student Services Building**
6. **Don C. Locke Library**
7. **Ferguson Building**
8. **J. Herbert Coman Student Activity Center**

9. **Elm Building**
10. **Sycamore Building**
11. **Sunnicrest**
12. **Magnolia Hospitality Education Center**
13. **Fernihurst**
14. **Fernihurst Annex A & B**
15. **Advanced Manufacturing Ctr./Maple Building**
16. **Maple Building Annex**
17. **Chestnut Building**

18. **Mission Health/A-B Tech Conference Center**
19. **Smith-McDowell House Museum**
20. **Hemlock Building**
21. **Poplar Building**
22. **Ivy Building**
23. **Roberson Building (93 Victoria Road)**
24. **Ferguson Center for Allied Health and Workforce Development**

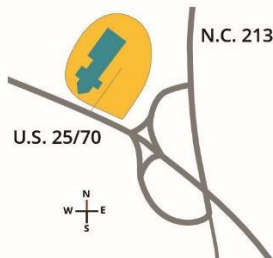TO 19/23 SMOKEY PARK HWY
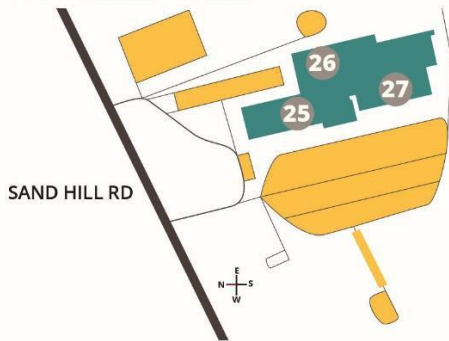
A-B Tech Enka 1459 Sand Hill Rd, Candler, NC 28715

25. **Blue Ridge Food Ventures**
26. **Technology Commercialization Center**
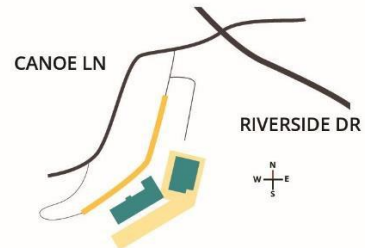27. **Small Business Center and Business Incubation**

SAND HILL RD

N.C. 213

CANOE LN

U.S. 25/70

RIVERSIDE DR

RUTLEDGE RD
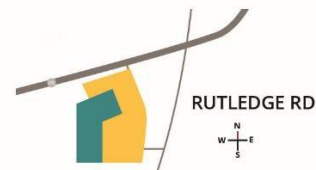
A-B Tech South
South Building
303 B Airport Road, Arden, NC 28704

A-B Tech Madison
Ramsey Building
4646 US 25-70, Marshall, NC 28753

A-B Tech Woodfin
Buncombe County Public Safety Training Facility | A-B Tech Emergency Services
20 Canoe Lane, Woodfin, NC 28804

Updated May 6, 2020

New Student Enrollment Checklist

☐ ## Apply to A-B Tech

Go to **abtech.edu/apply** to complete three steps: 1) A general **College Application** where you will select your program of study 2) **Residency Determination** through the NC Residency Determination Service. You will need to enter your Residency Certification Number on your application. 3) Requesting your **High School Transcript** (recommended – see details at **abtech.edu/apply**). You may need to use your transcript for placement.

☐ ## Apply for Financial Aid

We encourage you to complete a Free Application for Federal Student Aid (FAFSA) online at **fafsa.gov** and include A-B Tech's school code (**004033**). For help with your FAFSA, make an appointment at **abtech.edu/applyforaid**. Be sure to check **Self-Service** and student email regularly for Financial Aid updates. Financial Aid information is available at **abtech.edu/financial-aid**.

☐ ## Log in to Student Accounts

Instructions for logging in and creating your A-B Tech Password are on side 2.

☐ ## Complete Placement

English and/or math placement is required for program advising, specifically for any classes with English and/or math prerequisites. For information about placement options, go to **abtech.edu/placement**.

☐ ## Complete New Student Orientation

Go to **abtech.edu/nso** to schedule New Student Orientation (NSO). You'll need your student ID number, which you'll receive by email about 24 hours after completing a College application. If you already have a degree or are visiting from another school, you'll be waived from NSO and will receive a New Student Resource Guide via student email. For information about online class readiness, go to **abtech.edu/onlinesuccess**.

☐ ## Consult With Your Program Advisor

You must consult with your assigned program advisor before every semester for an approved course Plan in Self-Service. You can find your assigned advisor's contact information at **abtech.edu/myadvisor**.

☐ ## Register and Pay for Classes

You may register for classes online through Self-Service. For help with online class registration, go to **abtech.edu/registration** or visit the Enrollment Lab in the Bailey Building. To view payment options or set up a payment plan, go to **abtech.edu/payment**.

Considering a Different Academic Program?

You may change your program of study in WebAdvisor or by meeting with a general advisor in the Bailey building. You may also email **generaladvising@abtech.edu**. If you're undecided about a career path or program, free Career Counseling is available at **abtech.edu/careers**, 828.398.7209, or **careerservices@abtech.edu**.

Helpful Information for New Students

Distance, Online, and Off-Site Students

Students who do not live in Buncombe or a neighboring county or who are taking only online classes may receive distance Student Services via email or phone. For more information visit **abtech.edu/distance**. Enrollment assistance is also available at the Madison, South, and Woodfin sites. For directions and hours see **abtech.edu/locations**.

Students can select or change a program of study online in WebAdvisor. For assistance selecting a program, students may email **generaladvising@abtech.edu**. Students in a program must work with their assigned program advisor.

Student Accounts

Username – Usually your first name, middle initial, and last name, all lowercase, 20 characters maximum.

Password – See "Student Email" below for initial setup.

Student Email – Step 1: On the menu bar at the top of **abtech.edu**, select "Online Services," then select "Student Email." Enter your full student email address, which is your A-B Tech username plus "@students.abtech.edu." Your initial password is your six-digit birthdate (MMDDYY). You will create a new password that applies to all your accounts.

Step 2: Go to **abtech.edu/password** and click "Add Security Information to Your Account" so you can change your password in the future.

Self-Service, WebAdvisor, Student Orientations, and **Moodle** – On the menu bar at the top of **abtech.edu**, select "Online Services" and then select the account type. Log in using your A-B Tech username and password.

View Class Schedules and Availability

The most up-to-date class offerings can be viewed in Self-Service. For instructions, go to **abtech.edu/registration**.

Paying for Classes

Payment options can be viewed at **abtech.edu/payment**. Payment deadlines are posted on the College calendar at **abtech.edu/calendar**. Registered students who don't pay in full, set up a payment plan, or have financial aid awarded before the payment deadline will be dropped from their classes.

Payment Plans – These are available at **abtech.edu/payment** for students who want to pay their tuition in installments throughout the semester. There's no interest, but a $25 payment plan enrollment fee is required.

Paying with Financial Aid – Financial aid options and dates can be viewed at **abtech.edu/financial-aid**. Students with financial aid who meet all eligibility requirements do not need to pay for classes up-front. Financial aid will be applied automatically to your account balance on specific disbursement dates during the semester.

Deadlines

Most deadlines and important dates are posted on the College calendar at **abtech.edu/calendar**.

Registration Deadlines – There's no single deadline for registration. You can register for a class until the class first meets. For online classes, you can register through the first day of class. Register early for best course availability.

Drop Deadlines – To get a full refund, you must drop a class by midnight before the class start-date published in Self-Service. To get a 75% refund, you must drop a class before the 10% point of the class.

Withdrawal Deadlines – Class withdrawal instructions and deadlines are available at **abtech.edu/records**.

Need Help? Contact Us!
828.398.7900 | info@abtech.edu | abtech.edu

K. Ray Bailey Student Services Center
340 Victoria Rd, Asheville, NC 28801
Mon.–Thurs. 9 a.m.–6 p.m. | Fri. 9 a.m.–5 p.m.

The K. Ray Bailey Student Services Building

The K. Ray Bailey Student Services Building is the hub of the Student Services division of the College. Student Services is here to **inspire** you to achieve your dreams, **navigate** you through the enrollment process and college experience, **support** you during your time at A-B Tech, and **celebrate** your successes along the way! Whether it's getting enrollment help, speaking with the Financial Aid office, seeing an advisor or counselor, submitting official college forms at the Information Desk, or visiting the College Bookstore, the Bailey Building is here for you! **The Bailey Building is open Monday-Thursday 9:00am-6:00pm and Friday 9:00am-5:00pm.**

Offices Located in the Bailey Building:

- **Student Information Services**
- **Enrollment Services & Admissions**
- **Financial Aid & Scholarships**
- **Student Advising**
    - College Entry and AGE Pre-Program Advisors
    - International Student Services
- **Student Support Services**
    - Support Services and Accommodations
    - Career Services & Personal Counseling (free for A-B Tech curriculum students!)
    - Veterans' Services
    - Single Stop
    - ARC (Addiction, Recovery, & Coping)
- **Records & Registration**
- **The A-B Tech Bookstore**
- **Transfer Advising Center**

Student Services Offices not located in the Bailey Building:

- **Student Life & Development** – Located in the Coman Student Activity Center
- **Testing Center** – Located in the Simpson Building
- **RIBN Nursing Advisor** – Located in the Ferguson Allied Health & Workforce Development Building.

A-B TECH
STUDENT SERVICES

INSPIRE **NAVIGATE** **SUPPORT** **CELEBRATE**

Apply for Financial Aid & Scholarships

To apply for Financial Aid at A-B Tech, complete the following:

Complete a FAFSA – Free Application for Federal Student Aid

Create an FSA ID and password at: **fsaid.ed.gov.** Learn more about how to complete a FAFSA on our website at: **abtech.edu/financial-aid**. Remember to enter A-B Tech's school code **(004033)** to give permission to access your FAFSA.

Apply for A-B Tech Scholarships

To apply for A-B Tech scholarships, visit our website at: **abtech.edu/scholarships.** To view current scholarship offers, click on the "Trending Scholarship/News" link.

Select a Program of Study

Your FAFSA will not be processed until after you select an eligible academic program, so complete this step as soon as possible to allow plenty of processing time before classes start. Select your Program of Study on your A-B Tech College application. You can change your Program of Study in WebAdvisor or by meeting with a College Entry Advisor in the Bailey Building.

Check Student Email and Turn in Requested Documents

All correspondence from the Financial Aid Office is sent directly to your A-B Tech Student Email account. (You will learn how to access your Student Email during New Student Orientation.) Check your Student Email periodically while your aid is being processed in case the Financial Aid office needs more information from you. You can also view the "Required Documents" link in Financial Aid Self-Service to see what information the financial aid office has requested. **Your aid will not be processed or approved until after you turn in all required documents to the Financial Aid Office.** Financial Aid forms can be found at: **abtech.edu/financialaidforms.**

View Your Financial Aid Award Letter in Financial Aid Self-Service

Once your Financial Aid is awarded, your **Financial Aid Award Letter** will be posted to your Financial Aid Self-Service. You can access Financial Aid Self-Service by going to the AB Tech website at: **abtech.edu,** select Online Services at the top of the page, and choose Self-Service from the drop-down menu. You will receive an email to your Student Email account when this letter is posted. This letter will outline the types and amounts of aid you have been awarded, and receiving it means that your Financial Aid is in place for the upcoming semester.

Apply for Federal Work Study and/or   Student Loans (Optional)

After your file is complete and you receive your Award Letter, we have other aid programs that might interest you.   Did you know that you can earn a paycheck throughout the semester by participating in the Federal Work Study program? Both on- and off- campus jobs may be available. Learn more at: **abtech.edu/financial-aid-home/work-study**. Interested in getting a student loan to help cover expenses? Learn about the federal Direct Loan program at: **abtech.edu/financial-aid/direct-loans.**

Receiving Aid at A-B Tech

For more information about how to use your financial aid to pay for classes and books or how your aid will be disbursed to you via BankMobile, visit our website at: **abtech.edu/financial-aid-home/receiving-aid**.

Complete College Placement

Before you can register for math or English classes, A-B Tech needs to assess your math and English skills. Choose from the following placement options:

Submit Transfer Credit in English and/or Math

Students with college-level math and/or English courses with a grade of "C" or higher from a regionally accredited institution may be eligible for transfer credit. Students with a passing grade in developmental math and/or English courses from a North Carolina Community College may also be eligible for placement. An official transcript from the college at which the course was completed is required. Students who have completed an AP Exam in math or English with a score of 3 or higher may also qualify for placement credit.

Transcripts or AP scores should be sent to:

Records and Registration, A-B Tech Community College, 340 Victoria Rd, Asheville, NC 28801.

Please allow two weeks for A-B Tech to receive and process a transcript mailed from another school. Approved transfer credit will be posted to a student's account and can be viewed in Self-Service.

Submit High School Transcripts

If you've graduated high school within the last 10 years, you may submit an official high school transcript to place into college-level classes. Come speak with a College Entry Advisor in the Bailey Building for more information about this placement option.

Official high school transcripts should be sent to:

Admissions, A-B Tech Community College, 340 Victoria Road, Asheville, NC 28801.

Submit Scores for Alternate Approved Assessments

If you took an alternate approved assessment like the *SAT, ACT, or a placement test at another college*, you can submit your official scores for college placement. The scores have to be less than 10 years old.

If you took a placement test at another college, contact the original school, and have them send us your official placement test scores. You can view the minimum scores required for these tests on our website at:

abtech.edu/testing-center/alternate-placement-assessments.

ACT scores should be sent to:

Student Advising, A-B Tech Community College, 340 Victoria Road, Asheville, NC 28801.

SAT scores should be sent to:

Testing Center, A-B Tech Community College, 340 Victoria Road, Asheville, NC 28801.

Complete the College Placement Assessment

If none of these options work for you, you'll be required to take our placement test. Visit a College Entry Advisor in the Bailey Building to find out more about our college placement testing. You can also find out more about College Placement by visiting the A-B Tech website at **abtech.edu/placement** to view more information about these placement options.

Select a Program & Meet with Program Advisor

If you plan on pursuing a degree, diploma, or certificate at A-B Tech, you'll need to select your program so that we know what you want to study. You'll then consult with your Program Advisor or Transfer Advisor to set up your Course Plan.

Select Your Program of Study

Select your Program of Study on your A-B Tech College application.

Change your Program of Study Online or In-Person!

You can change your Program of Study one of two ways – online or in-person.

Online through Web-Advisor

You can change your program online through WebAdvisor by clicking on the **"Change My Academic Program"** link under the Curriculum Students menu. You can view instructions on how to select your program in WebAdvisor here: **abtech.edu/programselection**. If you are successful, WebAdvisor will display a confirmation and list your Program Advisor's or Transfer Advisor's name and contact information. Write this information down! Contact your advisor to set up an appointment to discuss your Course Plan. (Note: Only our open academic programs are listed on WebAdvisor. If you want to pursue one of our selective or limited programs, you will need to see an advisor in the Bailey Building.)

In-Person in the Bailey Building

You can also change your program in person by meeting with a College Entry advisor in the Bailey Building. Advisors are available on a walk-in basis, or you can make an appointment by emailing **generaladvising@abtech.edu** from your A-B Tech student email address. (You can also meet with a Site Director at the Madison or South locations to select your program.) The College Entry advisor will place you into your program of choice and assign your Program Advisor or Transfer Advisor. You will then contact your Advisor to set up an appointment to discuss the program and your Course Plan.

Consult with Your Program Advisor or Transfer Advisor to Create a Course Plan

If pursuing a program at A-B Tech, you must consult with your Program Advisor or Transfer Advisor to create a Course Plan. A Course Plan is a list of recommended classes to take each semester. Your advisor will help guide you through the program requirements and ensure that you are registering for the classes appropriate for your program. **This Course Plan has to be in place each semester before you are allowed to register for classes.**

Interested in Financial Aid? This is an Important Step!

If you have applied or plan to apply for financial aid, **you must be officially accepted in a financial aid eligible program before your financial aid application is processed**. Select your academic program as soon as possible so that there is no delay in getting your financial aid processed.

Ready to Select Your Program? Come Visit Us in Bailey!

If you have completed college placement, come see a College Entry Advisor in the Bailey Building to be placed into your program of choice today! No appointment is necessary.

Register for Classes, Drop/Withdraw Deadlines

Once you have completed all necessary enrollment steps and are ready to register for your classes, you can register through Self-Service.

Register for Your Classes in Self-Service

Once you are eligible to register, you can do so in Self-Service. You can access Registration by going to the AB Tech website at: **abtech.edu**, select Online Services at the top of the page, and choose Self-Service from the drop-down menu. Once the Self-Service main menu appears, choose Registration, then choose Schedule and Register for Classes to search and register for the courses you are interested in. If you are in an academic program, use the Course Plan created when you consulted with your Program Advisor or Transfer Advisor to find courses to take.

For directions on how to register online, visit our website at: **abtech.edu/registration**, and then choose How to Register for Classes from the list of options.

For further registration help, visit the **Enrollment Lab** (room 070) in the Bailey Student Services Building or call the Information Center at **(828) 398-7900**.

Registration Deadlines – There is no single deadline for registration. You can register for a class until the class first meets. For online classes, you can register through the first day of class. Register early for best course availability.

Drop/Withdraw Deadlines

Most deadlines and important dates are posted on the College calendar at **abtech.edu/calendar**.

Drop Deadlines – To get a full refund, you must drop a class by midnight before the class start-date published in Self-Service. To get a 75% refund, you must drop a class before the 10% point of the class.

Withdraw Deadlines –After the 10% point of the class, you can no longer drop a course. You must withdraw from the course. To withdraw from a class, you must come into the Bailey Building, fill out a withdrawal form, submit it in-person to the Information Desk, and you will be withdrawn from the course.
A withdrawal means you get no refund, and you will receive a grade of "W" on your transcript. The "W" stands for withdrawal and does not affect your GPA. You can withdraw from a course until the 75% point of the class.

NOTE: After 75% point of the class is through, you can no longer drop or withdraw. You will remain enrolled in the class. You'll receive no refund, and you'll receive the grade you earned.

Pay for Your Classes

Payment deadlines are in place each semester and can be viewed on the College Calendar at **abtech.edu/calendar**. **Registered students who do not pay in full, set up a payment plan, or have financial aid in place by the payment deadline will be dropped from their classes for non-payment.** You can pay for your classes online, in-person, through a payment plan, or with Financial Aid.

Online through Self-Service

If you are paying in-full with a debit or a credit card, you can submit payment through Self-Service. You can access Registration by going to the AB Tech website at: **abtech.edu**, select Online Services at the top of the page, and choose Self-Service from the drop-down menu. Once the Self-Service main menu appears, choose Student Finance. Next, you will choose Make a Payment on the right-hand side of the screen.

In-Person at the Business Office

If you would like to pay in person, you can do so by visiting the Business Office. **The Business Office is the Roberson Building located at 93 Victoria Road**. The Roberson Building is open from 8:30am to 5:00pm Monday through Friday.

Through the Payment Plan

Not qualified for financial aid but unable to pay your tuition in full? You may want to take advantage of our payment plan option. Your tuition will be split into three payments - one due immediately and two that will be automatically drafted on certain days throughout the semester. To pay through the payment plan, visit the website at **abtech.edu/payment**, and click on the "E-Cashier" link under Option 2. There is no interest, but a $25 payment plan enrollment fee is required.

With Financial Aid

Financial Aid options and dates can be viewed at **abtech.edu/financial-aid-home/getting-started**. Students who have financial aid in place by the payment deadline (verified through a "Financial Aid Award Letter" posted to Financial Aid Self- Service), do not have to pay for their classes up front. Your financial aid will automatically be applied to your account balance on specific disbursement dates during the semester.

How to Access Your Online Tools

There are five online tools you will use as a student at A-B Tech: Self-Service, Student Orientations, Moodle, WebAdvisor, and Student Email.

Self-Service, Student Orientations, Moodle and WebAdvisor

Self-Service is where you can access Student Finance information, Financial Aid data and forms, Registration for classes, and check your Grades.

Student Orientations navigates you to the Student Orientations and Training Trailhead where you can access New Student Orientation and Moodle Online Orientation.

Moodle is your **online classroom**. This is where you'll complete any online components to your courses. Your Moodle account will be set up a few hours after signing up for New Student Orientation at **abtech.edu/nso**.

WebAdvisor is your **personal administrator** to A-B Tech where you can access Verify/Change My Contact Information, select your program, etc.

These tools have the same login info:

Username

Your username is your **first name, middle initial, last name** (firstmlast), all lowercase and without any spaces or punctuation. If you didn't provide A-B Tech with a middle name, your username should be just your first name and last name.

Password

Your default password should be your **date of birth in six digits (MMDDYY)**. Be sure to use only the last two digits of your birth year. **NOTE**: Visit **abtech.edu/password** to create your new A-B Tech password, as well as add security to your new password, that will apply to all of your student accounts as soon as possible.

Student Email

Student email is where you'll receive most communications from A-B Tech. A-B Tech student email is hosted by Microsoft Office 365 and can be accessed by visiting **outlook.office365.com**.

Username

Your email username is your full student email address, which includes your Self-Service / Student Orientations / Moodle/ WebAdvisor username plus **"@students.abtech.edu."**

Password

Your default password is your **date of birth in six digits (MMDDYY)**. Be sure to use only the last two digits of your birth year. **NOTE**: Visit **abtech.edu/password** to create your new A-B Tech password, as well as add security to your new password, that will apply to all of your student accounts as soon as possible.

Need Additional Help?

For any additional help with your student accounts, contact the **IT HelpDesk** by email at **helpdesk@abtech.edu**, by phone at **828.398.7550**, or by visiting them on the **first floor of the Locke Library**.

On-Campus Resources for Students

A-B Tech students have a variety of resources available to them on campus. Learn more about the following resources in your Student Handbook!

Career Services

Are you stressed or unsure about your academic options? **Meet with a Career Counselor to explore your potential!** Learn what careers would be a good fit for you and what you can do with the various programs offered at A-B Tech. We offer Career Exploration, Interview Skills, and Resume Writing workshops. Schedule a session today! Email a Career Counselor at **careerservices@abtech.edu** to schedule a session.

Personal Counseling

A-B Tech provides free, confidential counseling and related services for adult (age 18 or older) students located in the Bailey Building. Students are encouraged to use counseling services at any time if they have personal, academic, or career concerns. Same day appointments are typically available for students in crisis or in unsafe situations. For a Personal Counseling appointment, please contact our **Student Support Services** office at **(828) 398-7581**.

Academic Learning Center & Writing Center

Did you know that you can receive free tutoring when referred to the Academic Learning Center (ALC) by your instructor? **The ALC offers tutoring for most math and science courses.** Come visit the ALC in the Ferguson Building – rooms 114, 116, and 118.

Need help writing a paper for a class? Visit the Writing Center in the Don C. Locke Library. **The tutors in the Writing Center can help you develop strategies for planning, organizing, drafting, and revising papers, reports, or other documents.** The Writing Center can also help with resumés, scholarship letters, and other writing projects not associated with a specific class. Schedule an appointment online at **writingcenter.abtech.edu**.

Support Services

If you have a documented disability and would like to receive accommodations in your classes, you can request services through the Support Services office in the Bailey Student Services Building. Office hours are from 9:00am to 5:00pm, with evenings by appointment. For more information, contact the Support Services office at **supportservices@abtech.edu** or **(828) 398-7581**.

Single Stop

Single Stop is a "one-stop shop" for students to get connected to resources that will help keep them in school. Students are screened for multiple government benefits and community resources, including food assistance, child care assistance, Medicaid, free tax preparation, and financial counseling. Students also receive assistance in accessing those benefits as well as follow-up to make sure they're successful. All services are free for A-B Tech students. Visit **abtech.edu/singlestop** and click on the "Single Stop" image for more information.

Student Life & Development

A-B Tech's Department of Student Life & Development (SL&D) works to create a dynamic, inclusive, and collaborative college community environment. The department provides opportunities for personal enrichment, leadership development, civic engagement, and supports co-curriculum education outside the classroom. Student Life & Development offers events and programming that provide enriching and transformative experiences for students. **The SL&D offices are located in the Coman Student Activity Center and can be reached at (829) 398-7594 or (828) 398-7203.** Find out more at **abtech.edu/student-life**.

Veteran Services

A-B Tech has a Veterans' Coordinator on staff to assist students in obtaining their veterans benefits. The Veterans' Coordinator is an employee of A-B Tech and not the Veteran's Administration. The Veterans' Coordinator is located in the Bailey Student Services Building and may be reached at **veteranservices@abtech.edu** or **(828) 398-7206**. Also, be sure to check out the **Veterans' Café** located in the Ferguson Building. The Veterans' Café provides a safe and comfortable environment for our military service veterans to relax, network, and connect with resources. **Veteran Single Stop** is a "one-stop shop" for veterans to get connected to resources that will help keep them in school. At Veteran Single Stop, students are screened for multiple government benefits and local community resources like food assistance, child care assistance, Medicaid, free tax preparation, financial counseling, and legal referrals. All services are free for A-B Tech students. Visit **abtech.edu/singlestop** and click on the "Single Stop Veterans" image for more information.

Addiction, Recovery, and Coping (ARC) Program

The A-B Tech Community has been impacted by the opioid epidemic. We care about the safety and health of our students. If you or someone you know wants help, please contact the **Student Support Services** office at **supportservices@abtech.edu** or **(828) 398-7581**.

Campus Safety   (website: abtech.edu/campus-safety)

The A-B Tech Police and Security Department employs both sworn police officers and non-sworn security officers to promote a safe and productive learning and working environment for students and employees. There is always an officer on duty, and our campus is protected 24 hours a day, 7 days a week.

Telephone Numbers for Campus Police and Security Services

Main College: 828-398-7900
Non-Emergency: 398-7654, or dial 7125 from any campus phone
Asheville Campus Police Cell Phone: 828-279-3166
Enka site Police Cell Phone: 828-301-7150
Emergency: 828-398-7125 or 9-911

To report Sexual Misconduct, please contact:

A-B Tech Title IX Coordinator: Michele Hathcock – **(828) 398-7932** or

email **michelechathcock@abtech.edu.**

Online Incident Report is available at **abtech.edu/incidentreport.**

A-B Tech Dental Clinic

A-B Tech Allied Dental Clinic offers great savings on dental treatments. The services provided are routine dental cleanings, periodontal (deep) cleanings, fluoride treatments, and digital dental radiographs. Services are performed by our Dental students in a learning environment. The clinic is by appointment only, and they accept cash, checks, and credit cards. **The Dental Clinic is located on the 1st floor of the Ferguson Center for Allied Health and Workforce Development - 10 Genevieve Circle, Asheville, N.C. 28801. For additional information, you may call 828-398-7255, fax 828-236-0684 or email at dental@abtech.edu.**

A-B Tech Health Clinic

The A-B Tech Health Clinic provides examinations by a licensed physician assistant/nurse practitioner most Wednesdays from 12-3pm during the fall and spring semesters when classes are in session. Student fees are $10/visit (with student ID). **Student vouchers are available for a free visit during Health Clinic hours.** The cost for employees is $15. Services include: treatment for blood sugar, blood pressure and cholesterol evaluations, prescriptions, minor emergencies, smoking cessation, medical questions, aches, pains, rash, cold, flu and virus care. The Health Clinic is located in the **Ferguson Center for Allied Health and Workforce Development – room 115.17.** Walk-Ins are welcome or appointments can be made by e-mailing **healthclinic@abtech.edu**or calling **(828) 398-7570**.

A-B Tech Spa

Did you know that we have a spa on campus run by our Cosmetology students? Come enjoy a variety of treatments like: a cut, color, and style; a manicure or pedicure; or a facial, waxing, or make-up application. Email **spa@abtech.edu** to make an appointment.

Café & Grill

The Café & Grill is located in the Coman Student Activity Building. The Café offers a full selection of breakfast and lunch options, including a salad bar, grill, coffee, juices, snacks, etc. It's a great place to get a bite to eat and socialize with your fellow classmates. **The Café is open Monday – Thursday 7:00am-4:00pm (the grill closes at 2:30) and Friday 7:00am-2:30pm**.

A-B TECH
STUDENT SERVICES

INSPIRE   NAVIGATE   SUPPORT   CELEBRATE

Student Handbooks, Parking Passes, & ID Cards

Make sure you have all the resources you need for a successful start at A-B Tech!

To be fully prepared on the first day, make sure you get your Student Handbook, parking pass, and ID card ahead of time.

Student Handbook & Calendar

Your Student Handbook & Calendar can be picked up in the Bailey Building or the Coman Student Activity Center. These are free to take, so make sure you pick one up when you see them! This book doubles as your Student Handbook and a weekly planner/calendar to keep track of all of your school work and college deadlines. You are responsible for reading the Student Handbook in full and knowing the policies and procedures outlined there.

Student Parking Passes

Student parking passes can be picked up at the Information Desk in the Bailey Building. You will need to have your license plate information when getting a parking pass. Parking passes are good for an entire academic year (August-August). Student parking is in the white lines in the main lots on campus. Yellow lines are for faculty and staff. There is a parking garage located behind the Coman Student Activity Center on Fernihurst Drive.

Student ID Cards

Student ID cards can be made at the Information Desk in the Bailey Building. A government-issued ID is required to verify identity when getting a student ID card. Your student ID card will be required to do any printing on campus, and it will serve as your library card at the Don C. Locke Library. You can show it around town to get a student discount at participating businesses, and it's recommended that you have it with you any time you are on campus. If you do not have a government-issued ID, please speak with the Lead College Entry Advisor for assistance.