New Student Enrollment Checklist

A-B Tech Community College

☐ ## 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/admissions**). 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 complete 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.

☐ ## 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**. 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 emailing **generaladvising@abtech.edu** (or **ageadvising@abtech.edu** for Selective/Limited Programs). 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**.

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.–Fri. 9 a.m.–5 p.m.