



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** is 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 Advisor**

Each semester, you must meet with your assigned advisor before you can register for classes. Please login to Self Service to find the name of your advisor and their contact information. A full list of advisors by program is available on our website at abtech.edu/myadvisor. If your advisor is listed as Student Advisor or you do not have an advisor listed, please reach out to Student Advising at advising@abtech.edu.

☐ **Register and Pay for Classes**

You may register for classes online through Self-Service after completing the Payment Agreement in Self-Service. For help with online class registration, go to abtech.edu/registration. To view payment options, including payment plans, go to abtech.edu/payment.

Need Assistance with the Enrollment Steps?

For assistance in person, feel free to visit the Enrollment Lab in the K. Ray Bailey Student Services Center Monday—Thursday from 9:00a.m. to 6:00p.m. and Friday from 9:00a.m. to 5:00p.m. You may also make a virtual appointment for assistance by visiting abtech.edu/virtualenrollmentlab.

Considering a Different Academic Program?

You may change your program of study in WebAdvisor or by emailing Student Advisors at advising@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 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 advising@abtech.edu. Students in a program must work with their assigned program advisor.

Log In to 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/deadlines. Registered students who don't pay in full, set up a payment plan, or have financial aid awarded before the payment deadline may be dropped from their classes.

Payment Plans – Instructions 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/deadlines.

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.–Thur. 9 a.m.—6 p.m. Fri 9 a.m.—5 p.m.