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.

☐ ## Need help choosing a program?

Student Advisors are available to assist students with choosing a program based on their goals. Contact 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**.

☐ ## 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**.

☐ ## Set Up Student Accounts and Multifactor Authentication

Instructions for logging in and creating your A-B Tech Password are on side 2. Protect your A-B Tech Accounts by signing up for Multifactor Authentication, complete this **mandatory** step at **abtech.edu/password**.

☐ ## 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/advising**. 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**.

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 **Enable MFA**. You will be prompted to enable Multifactor Authentication, which is **mandatory**. For assistance, contact the IT Helpdesk at **helpdesk@abtech.edu** or (828) 398-7550.

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/deadlines**.

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.