



Apply to A-B Tech by completing three steps:

1. Submit the college application and select a program of study
2. Complete Residency Determination through the NC Residency Determination Service and enter your Residency Certification Number, and
3. Request your high school transcript (recommended for placement; for info about placement options, see [Placement Overview](#)).



Consult With Your Advisor

You must meet with your assigned advisor each semester before registering. Log in to Self-Service to find your advisor's name and contact information. If your advisor is listed as Student Advisor or no advisor appears, contact Student Advising at advising@abtech.edu or visit [Advising At A-B Tech](#).



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 [Applying for Aid](#). Be sure to check Self-Service and student email regularly for Financial Aid updates. Financial Aid information is available at [Financial Aid](#).



Scan QR code for more information and to visit our website!



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 (828) 398-7209, [Career Services at A-B Tech](#), or careerservices@abtech.edu.



Register & Pay for Classes

Register in Self-Service after completing the Payment Agreement.

Get help with registration at [Registration](#) and view payment options, including payment plans, at [Pay For Classes](#).



Set Up Your Student Accounts & Complete Orientation

- Create your A-B Tech password and complete Multifactor Authentication (required) at [Account Security](#)
- Complete New Student Orientation at [New Student Orientation](#) using your student ID (emailed ~24 hours after you apply)

Students with a prior degree or visiting students will be waived from NSO and receive a New Student Resource Guide by email.

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 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 Assistance with the Enrollment Steps?

For assistance in person, feel free to visit the Enrollment Lab in the K. Ray Bailey Student Services Center. For our building hours visit us at abtech.edu/hours. You may also make a virtual appointment for assistance by visiting abtech.edu/virtualenrollmentlab

Need Help? Contact Us!

828-398-7900 • info@abtech.edu • abtech.edu

