New Student Checklist

Students must complete several steps in order to fully enroll in the college’s programs. If you are uncertain of which steps to take, please check with Student Services. If you are interested in Continuing Education courses, please visit www.abtech.edu/ce

All students must complete the following:

- **Apply online** for admission to A-B Tech: [www.abtech.edu/apply](http://www.abtech.edu/apply)
  If you plan to be a Visiting Student, please click future students, click application, then click on the Visiting Students tab on the left of the page.

- **Complete placement** as required for your program of study. There are several options for students to complete placement.
  - Students needing accommodations for testing should first contact Disability Services at 398-7581
  - Placement options include the Accuplacer, an approved alternate assessment such as the SAT or ACT, transfer credit in college level math and/or English, or Informed Consent. Details can be found at [http://placementtesting.abtech.edu](http://placementtesting.abtech.edu)
  - Students attending as visiting students or for personal interest may not be required to complete this step. Please call 828-398-7520 for further information.

- **Complete New Student Orientation** to make your A-B Tech experience as meaningful as possible. You may complete your orientation in person or online.
  - Schedule a session or register for the online course at [http://newstudents.abtech.edu/orientation](http://newstudents.abtech.edu/orientation)
  - New student orientation must be completed in order to be eligible to register for classes.
  - Students must complete placement BEFORE attending/completing orientation.

Plan to pursue a program of study or apply for financial aid? You must also do the following:

- **Apply for financial aid** by completing the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) (you’ll need to do this once each academic year). Be sure to use A-B Tech’s school code (004033) to ensure the FAFSA is sent to the college.
  - Visiting students or those attending for personal interest are typically not eligible and are not required to apply.
  - **Please note it takes 2-4 weeks to process financial aid applications**
  - FAFSA will send you an award estimate – this is only an estimate. Your final award will be determined by the college after you have completed the verification process.
  - The priority filing date is August 1 for fall semester, December 1 for spring semester, and May 1 for summer.
  - Financial Aid notifications are sent to your student e-mail account.

- **Submit college transcripts** if you wish to receive transfer credit toward your program of study.
  - Transcripts must be official and sent to the attention of Student Records and Registration.

- **Meet with an academic / program advisor**
  - In most cases, you’ll be assigned a specific faculty advisor who will be able to assist you with registration each semester. It is important to see your advisor early during each registration cycle.
Other information you may find helpful:

- **Activate your WebAdvisor account** to view important information (grades, schedule, and financial aid).
  - www.abtech.edu -> click on WebAdvisor on the top right of the page
  - **Username**: first name middle initial last name (i.e. johnqstudent)
  - **Password**: your date of birth (mmddyy); you’ll select a new password upon initial login
  - **Locate your Student ID# under “My Profile” in the Students Menu (bottom left)**

- **Activate your student e-mail account** to receive important notifications from the college, including financial aid award information.
  - www.abtech.edu -> click on “I want to. . .” on the top right of the page and then “e-mail, log in to”
  - **Username**: first name middle initial last name (i.e. johnqstudent)
  - **Password**: your 7-digit student ID number (see note above to locate ID# in WebAdvisor); in some cases, you may need to add an extra zero (0) in front of your ID# for your password

- Students enrolled in **online or hybrid classes** will need to use Moodle.
  - To access your class, go to www.abtech.edu -> click on the “Current Students” tab in the center left of the page and then Login Information -> Moodle Login
  - Guidelines for using Moodle can be found in the center of the log in page under “Moodle Help Center”
  - Online classes will be available on the first day of the term/semester
  - Some online classes may require one or more exams to be taken in a proctored (supervised) setting – details will be listed in WebAdvisor’s Search for Sections.
  - Considering an online class but not sure if it is right for you? Check out the Self-Assessment for suggestions on positioning yourself to be a successful online student. Go to www.abtech.edu and click on “I want to. . .” in the top right corner, then select “online class, take an”

- **Unclassified Students** (students not interested in earning a certificate, diploma, or degree)
  - In most cases, you may register through your WebAdvisor account without seeing an advisor. No Educational Plan is necessary. Advisors are available if you are interested or if you need to document completion of a course prerequisite or co-requisite. You must bring an unofficial transcript from the college at which you completed the prerequisite.
  - New Student Orientation is required for all new students.

- **Payment plans** are available should you need or want to pay for your tuition in installments.
  - This is a great option for students whose financial aid has not been fully processed.
  - Information is available online and at the Service Desk.
  - Payment options can be found at www.abtech.edu -> I want to... -> Pay for Classes

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**Additional Notes:**

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<th>Asheville-Buncombe Technical Community College</th>
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| 340 Victoria Road  
Asheville, NC 28801 | K. Ray Bailey Student Services Building |
| 828-254-1921  
www.abtech.edu | Mon-Thu: 9:00 AM – 7:00 PM |
|                   | Fri: 9:00 AM – 5:00 PM |
|                   | Sat 9 AM – 12 PM |
|                   | 828-398-7520 |

Revised 11/20/2012