

New Student Enrollment Checklist



Below are the steps for enrolling at A-B Tech to take classes for college credit.

Apply to A-B Tech

Go to abtech.edu/apply to complete two steps: 1) a general **College Application** and 2) **Residency Determination** through the NC Residency Determination Service. You will need to enter your Residency Certification Number on your application.

Apply for Financial Aid & Scholarships

We recommend that you complete a Free Application for Federal Student Aid (FAFSA) online at fafsa.gov. Be sure to include A-B Tech's school code (**004033**). Regularly check **Financial Aid Self-Service** and your A-B Tech student email account for requests and updates from the Financial Aid Office. Login instructions are on page 2 of this document. To schedule an appointment for help with your FAFSA, visit abtech.edu/applyforaid. Information about applying for A-B Tech scholarships is also available through Financial Aid Self-Service.

Complete New Student Orientation

Go to abtech.edu/nso to schedule New Student Orientation (NSO), which includes the SmarterMeasure assessment. To schedule NSO you'll need your student ID number, which you'll receive by email about 24 hours after completing a College application. SmarterMeasure scores may prevent you from registering for 100% online classes without taking additional classes or participating in interventions, so do your best on this assessment.

Complete Placement

English and/or math placement is required for entrance into most academic programs and for any classes with English and/or math prerequisites. Placement options include: transfer credit in college-level English and/or math; high school transcripts showing a 2.6 or higher unweighted GPA and completion of specific math classes; an alternate approved test like the SAT or ACT; or the college placement test (called NC-DAP). For more info about placement options or to schedule a placement test, go to abtech.edu/placement.

Select an Academic Program

Select a major/program of study online in WebAdvisor or by meeting with an Advisor in the Bailey building. Students are welcome to meet with advisors on a walk-in basis. You may email generaladvising@abtech.edu for more information. If you're undecided about your career path or program, free Career Counseling is available at: abtech.edu/careers, 828.398.7581, or careerservices@abtech.edu.

Consult With Your Program Advisor

You must consult with your assigned program advisor to get a course Plan for the upcoming semester. You can find your assigned advisor's contact information at abtech.edu/myadvisor.

Register & Pay for Classes

You may register for classes online through Self-Service. For help with online class registration, visit abtech.edu/registration or visit the Enrollment Lab in the Bailey Building. To view payment options or set up a payment plan, go to abtech.edu/payment.

Helpful Information for New Students

Distance, Online, and Off-Site Students

Students who do not live in Buncombe or a neighboring county and/or who are taking only online classes may receive distance advising and other Student Services via email or phone. Enrollment assistance is also available at the Madison, South, and Woodfin sites. For directions and hours, see abtech.edu/locations.

Students can select a major/program of study online in WebAdvisor. For assistance in selecting a program, distance students may email distanceadvising@abtech.edu. Students who have declared a major must work with their assigned program advisor.

For more information about Distance/Online Learning, visit abtech.edu/distance.

Student Accounts

Instructions for accessing accounts are below. You'll learn more about your accounts during New Student Orientation.

Self-Service, WebAdvisor, Moodle – Scroll over “Online Services” at the top of abtech.edu and select the account type. Your username is usually your first name, middle initial, and last name, all lowercase and without any punctuation or spaces (20 characters maximum). Your initial password is your birth date in six digits (MMDDYY).

Student Email – Go to outlook.office365.com. Your username is your full student email address, which includes your Self-Service/WebAdvisor/Moodle username plus “@students.abtech.edu.” Your password is the same as your Self-Service/WebAdvisor/Moodle password.

View Class Schedules & 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 all the way up until the class meets for the first time. For online classes, you can register through the first day of class. Register as early as possible for the 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.

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 – Thurs 9 a.m. – 7 p.m. | Fri 9 a.m. – 5 p.m.