

# Catalog Home

## Notification of Updates

ABAC's policies and procedures are ever-changing; therefore, the electronic version of the handbook will be updated as changes occur. An annual review of the Handbook will take place each summer allowing for an updated manual to be provided at the start of the fall semester. Comments and suggestions to improve the Handbook's usefulness are welcomed and should be sent to Academic Support.

## Disclaimer

ABAC reserves the right to change policies, procedures, or terms of this Handbook at any time. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to keep current of all policies and procedures.

## Introduction to Advising

- Purpose of the Advisor Handbook
- Quick Guide to the Advising Process

## Required High School Curriculum (RHSC)

*Formerly: College Prep. Curriculum (CPC)*

## RHSC Requirements

- A student who has graduated high school within the last five years, and has less than 30 transfer credit hours, is held to the RHSC requirements:
- 4 Units of Mathematics
- 4 Units of English
- 4 Units of Natural Science
- 3 Units of Social Science
- 2 Units of Foreign Language

## How do I know if my advisee has met RHSC requirements?

*DegreeWorks Method:*

1. Log on to MyABAC
2. Click on DegreeWorks
3. Enter students 918# & Enter
4. Scroll down and look under Other Requirements

\*Notes

- DegreeWorks will tell you the class needed to satisfy the RHSC requirement.

- Classes used to satisfy a RHSC (CPC) deficiency **CAN** be used to satisfy Core requirements, EXCEPT foreign language.

<b>RHSC/CPC Deficiency</b>	<b>Required Course*</b>
English	Completion of English 1101 and earn a <b>minimum grade of C</b>
Mathematics	Completion of collegiate level course in math with a <b>minimum grade of C</b> (Math 1001/1101/1111)
Natural Science	Completion of one of the following courses and lab and earn a <b>minimum grade of C</b> : BIOL 1107 & Lab, SCIE 1005 & Lab, or PHSC 1012 & Lab
Social Science	Completion of one of the following and earn a <b>minimum grade of C</b> : SOCI 1101, PSYC 1101, HIST 2111, HIST 1112, or
Foreign Language	Completion of one of the following and earn a <b>minimum grade of C</b> : SPAN 1001 or any other introductory foreign language (above). Note Sign Language and Computer Science does not count as a foreign language at the college level.

## Core Curriculum

Every institution in the USG will have a core curriculum (Areas A-E) of precisely 42 semester hours and an Area F of precisely 18 hours for an Associate of Arts, Associate of Science, or bachelor's degree. Students working toward an associate or bachelor degree must satisfy the core requirements listed below:

Area	Area Name	Required/Possible Courses	Hours Required
A-1	Communication Outcomes	ENGL 1101 & ENGL 1102	6 hours
A-2	Quantitative Outcomes	MATH 1001, 1101 (eCore), 1111, 1112, 1113, or 2053/1501 (eCore)  <b>*Students should work closely with an advisor to select the appropriate math class for their major. Prerequisites must be satisfied where required.</b>	3 hours
B	Institutional Options	Required: COMM 1100 or COMM 1110  Institutional Options are located in the catalog & DegreeWorks	3-6 hours
C	Humanities, Fine Arts, and Ethics	Required: ENGL 2114, 2115, 2116, 2121, 2122, 2131, or 2132  Fine Arts Elective - such as an appreciation or additional literature course. Options can be found in the catalog	6 hours

D	Natural Science, Mathematics, and Technology	Options for Non-Science and Science majors can be found in the current catalog	11-12 hours
E	Social Sciences	Required: HIST 2111 or 2112 & POLS 1101 Social Science Electives can be found in the catalog	9-12 hours
F	Lower-Division Major Requirements	Lower division course requirements can be found under each Academic Program in the catalog	18 hours

Associate of Fine Arts (AFA) and Associate of Nursing (ASN) degree programs follow a prescribed listing of core courses relating to each pathway, which can be found in the current catalog.

Areas A-E must add up to 42 hours - USG Requirement

Hours used in Area B determines the hours needed for Area D and E

If B = 3, then D = 12 and E = 12

If B = 4, then D = 11 and E = 12

If B = 6, then D = 12 and E = 9

\*DegreeWorks has a difficult time with math. A common mistake is using 3 hours in B, 11 in D, and 12 in E. Which leaves the student at 41 core hours and unable to graduate. Always double check the 42-hour counter in DegreeWorks.

## Math Placement based on SAT/ACT

Before a student takes his/her first math course at ABAC, he/she will need to know the math requirements for his/her major and which math course is the best to fulfill these requirements.

Old SAT (Prior to March 2016)	New SAT Section Score	New SAT Test Score	ACT Math	Additional High School Course	Placement
480	510	25.5	20		MATH 1111
590	610	30.5	26		MATH 1112
590	610	30.5	26	Trigonometry	MATH 1113
630	650	650	28	Trigonometry	MATH 2053

The prerequisite for Math 2053 Calculus is Math 1111 and Math 1112, OR Math 1113.

## Learning Support Policies

Learning Support (LS) is a University System of Georgia (USG) program for entering students who need additional assistance for college-level English or math.

A student's LS requirements are determined based on the Required High School Curriculum GPA, SAT/ACT scores, Required High School Curriculum deficiencies, and college placement exams scores.

Current LS policies are located at <https://www.abac.edu/academics/academic-support/learning-support/>.

## English Placement Guidelines

A student must meet one of the following exemption criteria to go into English 1101:

- Has transferable credit for English 1101 OR
- High School College Prep GPA  $\geq 3.1$  and RHSC English complete OR
- ACT English  $\geq 17$  OR
- SAT (old)-Verbal/Critical Reading  $\geq 430$  OR
- SAT (new)-Reading Test  $\geq 24$  OR
- Classic Accuplacer Reading Comprehension  $\geq 61$  and WritePlacer  $\geq 4$  OR
- Next-Generation Accuplacer Reading  $\geq 237$  and WritePlacer  $\geq 4$

Students who do not meet one of the above exemption criteria will take the co-requisite support course, English 0999, along with English 1101.

## Mathematics Placement Guidelines for Quantitative Reasoning (Math 1001) & Minimum Requirements for College Algebra (Math 1111) with Co-Requisite Support

A student must meet one of the following exemption criteria to place directly into Quantitative Reasoning (Math 1001) or College Algebra (Math 1111) with corequisite support (Math 0999):

- Has transferable credit for an Area A Mathematics course OR
- High School College Prep GPA  $\geq 3.2$  and RHSC Math complete OR
- ACT Mathematics  $\geq 17$  OR
- SAT (old)- Mathematics  $\geq 400$  OR
- SAT (new)- Math Test  $\geq 22$  OR
- Classic Accuplacer Elementary Algebra  $\geq 67$  OR
- Next-Generation Accuplacer Quantitative Reasoning, Algebra and Statistics (QAS)  $\geq 258$

Students who do not meet one of the above exemption criteria will take the co-requisite support course, Math 0997, along with Math 1001. Also, students who do not meet one of the above exemption criteria are not eligible to take College Algebra (Math 1111), until they successfully complete Math 1001 with a C or higher.

## Mathematics Placement Guidelines for College Algebra (Math 1111)

A student must meet one of the following exemption criteria to place directly into College Algebra (Math 1111):

- Has transferable credit for an Area A Mathematics course OR
- High School College Prep GPA  $\geq 3.4$  and RHSC Math complete OR
- ACT Mathematics  $\geq 20$  OR
- SAT (old)- Mathematics  $\geq 470$  OR

- SAT (new)- Math Test  $\geq 25.5$  OR
- Classic Accuplacer Elementary Algebra  $\geq 79$  OR
- Next-Generation Accuplacer QAS  $\geq 266$

Students who do not meet one of the above exemption criteria will be eligible for the co-requisite support course, Math 0999, along with Math 1111; as long as the student meets the minimum criteria as outlined under the placement guidelines for Quantitative Reasoning (Math 1001).

## Learning Support Policies

During each semester of enrollment, **a student must first register for all required Learning Support courses before being allowed to register for other courses.** This policy also applies to part-time students. Two exceptions are possible:

- If two Learning Support areas are required and a student is enrolled in at least one Learning Support course, a freshman orientation course or physical education or other activity or performance course may be taken that semester instead of one of the required Learning Support courses.
- In the event that a required Learning Support course is not available, a student may enroll in a course for degree credit if the student has met the course requirements, subject to the approval of the Provost for Academic Affairs.

There are no limits on attempts in co-requisite Learning Support courses.

- Students who have **earned a maximum of 30 semester hours** of college-level credit and have not successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed.
- A student is not able to test out of their Learning Support requirement, once the class has started for the semester.

Board of Regents (BOR) Learning Support Policy

## How to check Learning Support Scores

### DegreeWorks:

1. Log on to MyABAC
2. Click on DegreeWorks
3. Enter students 918# and hit Enter
4. Scroll down to "other degree requirements"

\*Note DegreeWorks tells you if the requirement has been met or what class is needed to satisfy the Learning Support requirement.

ABAC's Learning Support Policy

## DegreeWorks

## Getting into DegreeWorks

<p><b>Faculty</b></p> <ol style="list-style-type: none"> <li>1. Sign into MyABAC</li> <li>2. Click on DegreeWorks*</li> <li>3. Type in students 918# or search by name</li> </ol> <p>DegreeWorks is also located under the Advisor Menu in Banner.</p>	<p><b>Students</b></p> <ol style="list-style-type: none"> <li>1. Sign into MyABAC</li> <li>2. Click on DegreeWorks</li> </ol> <p>DegreeWorks is also located under Student Records in Banner.</p>
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Is none of this making sense? Email Academic Support for a one-on-one training session or be on the lookout for advisor training.

## Registration, Drop/Add, and Withdrawals

- Orientation
- Registration
- Class Overrides
- Drop/Add
- I Grade Policy
- Medical Withdrawal
- Withdrawals
- W After Midterm

## Graduation

### Is your advisee ready to graduate?

1. A student should apply to graduate the semester prior to their graduation. The graduation application can be found at <https://www.abac.edu/academics/graduation/#Additional-Resources>
  - Graduating Spring - submit application in Fall
  - Graduating Summer or Fall - submit application in the Spring
2. The student should bring the completed graduation application and their degree evaluation from DegreeWorks to their advisor for review.
3. Once the advisor has ensured that all requirements have been satisfied, they sign off on the graduation application and give the application to their supervisor (i.e. Department Head or Dean) to review and sign off on the application.
4. If the student has received a student loan at ABAC they must visit the Office of Financial Aid for exit counseling. Once completed, the Office of Financial Aid will sign off on the application.
5. The completed application and degree evaluation are delivered to Academic Support, where they are reviewed and entered into the Banner system.

## Degree Evaluation Process

1. Sign on to MyABAC
2. Click on DegreeWorks
3. Enter in the Student's 918#

4. Review information and requirements
5. Submit any necessary adjustments
6. Print and attach to graduation application

## Helpful tips and troubleshooting

- There is no graduation fee assessed.
- Remember, DegreeWorks is only accurate for those using a Fall 2012 catalog and later. Contact Academic Support if a student is trying to graduate under an older catalog.
- Need to make a course adjustment or substitution for a student? Then be sure to fill out the appropriate online form: <https://iweb.abac.edu/ses/registrar/forms/online/> (link only works on Tifton campus for faculty)
- Only completed and corrected (if required) graduation applications should be submitted to Academic Support.

## Graduating with Honors

Bachelor's Degree	Associate Degree	Overall GPA
Cum Laude	With Merit	3.50 - 3.69
Magna Cum Laude	With Distinction	3.70 - 3.89
Summa Cum Laude	With Honors	3.90 - 4.00

## Graduation Requirements

In addition to satisfying the CORE and major-specific classes, all students must satisfy the following other degree requirements:

1. Have NO RHSC (formerly CPC) deficiencies from high school
2. Satisfied all Learning Support requirements (if applicable to student)
3. Satisfied the Georgia Constitution and History requirement
4. Have a minimum overall GPA of 2.0

## Georgia History and Constitution requirements

- Students who successfully complete POLS 1101 and HIST 2111 or HIST 2112 at a University System of Georgia institution automatically satisfy the Georgia History and Georgia Constitutional requirement.
- Students who transfer in POLS 1101 and/or HIST 2111 or HIST 2112 from an institution outside of the state of Georgia or have CLEP/AP credit will not satisfy the Constitutional and History of Georgia requirements. These students will need to take the Georgia Constitution and History competency exam before graduating. Students can sign up for the exam at <https://www.abac.edu/academics/academic-support/testing/#Georgia-History-and-Constitution>.

## Minors

Students may earn a minor in discipline areas where majors are offered at the bachelor's level if they complete the required 15 to 18 semester hours of coursework, 9 semester hours of which must be 3000- or 4000-level courses. Courses taken in Core Areas A through E may not be counted as course work in the minor.

- A student's minor is not tracked in Banner
- Students should work with their advisor to satisfy the minor requirements found in the catalog
- [Click here for the Minor Application Form](#)

## **For assistance, contact**

Academic Support

[asc@abac.edu](mailto:asc@abac.edu)

229.391.4995

## **Probation and Suspension**

### **Academic Probation**

Students are required to maintain a minimum overall GPA (OGPA) of 2.0. When students' OGPA falls below 2.0, they will be placed on probation. First-year students who are placed on probation for the first time will be required to work with an Academic Support Counselor. All students who are on academic probation will be restricted to taking no more than 12 semester credit hours and are encouraged to seek assistance through the Academic Support Center. Students on academic probation may be in jeopardy of losing Federal Financial Aid.

- Students earning a Semester Institutional GPA (SIGPA) of 2.0 or higher the semester immediately following probation will be removed from probation if their OGPA is 2.0 or higher. If the OGPA remains below 2.0, they will remain on probation.
- Any student whose SIGPA is less than 2.0 during the semester following probation will be suspended per ABAC's academic standing policy.

### **Academic Suspension**

Students not attaining minimum academic standards after being placed on academic probation will be suspended from the College. The minimum standard for avoiding academic suspension after being placed on academic probation is a SIGPA of 2.0. Consecutive terms of probation in which students continue to earn a SIGPA of 2.0 or higher will prevent suspension. However, failure to earn a SIGPA of 2.0 while on academic probation will result in a suspension. The first suspension will be for the first 16-week semester (fall or spring, not summer) immediately following the suspension; subsequent suspensions will be for one full academic year (three terms).

### **Overload Permission**

Students wanting to take over 18 hours of coursework (overload) will need special permission using the Overload Permission Form. Students who have a 3.0 or higher overall GPA need to fill out the form, sign, then submit to Academic Support.



Students who have below a 3.0 overall GPA will need to obtain approval from the Director of Academic Support or the Provost for Academic Affairs.

## **eCore**

### **What is eCore?**

eCore - short for electronic core-curriculum - allows University System of Georgia (USG) students the opportunity to complete their first two years of their collegiate careers in an online environment.

### **How does my advisee take eCore classes?**

Before a student can register for eCore classes through Banner Web, they must complete eCore's Introduction Quiz.

### **Is there a cost difference?**

Yes. An eCore class costs \$159 per credit hour.

### **How do students get books for their online courses?**

Except for lab sciences, eCore utilizes open educational resources. Information on accessing these free resources is available within the course. View the course descriptions.

## **Resources**

Links to all things eCore, such as how to Withdraw, Calendars, etc., can be found at <https://www.abac.edu/academics/academic-support/ecore/#How-do-I-get-started->.

Note: Students need to be aware that the eCore Academic Calendar is different from the ABAC academic calendar.

### **Have questions? Contact**

Academic Support

229.391.4995

[asc@abac.edu](mailto:asc@abac.edu)

Branch Hall, 3rd Floor

### **Important Policies**

All students must complete English 1101, English 1102, and their Math Requirement (i.e. Math 1111) within 30 semester hours. Learning support classes do not count towards the 30 hours.

Areas A-E must add up to 42 hours - USG Requirement

Hours used in Area B determines the hours needed for Area D and E

If B = 3, then D = 12 and E = 12

If B = 4, then D = 11 and E = 12

If B = 6, then D = 12 and E = 9

\*not applicable to AFA or ASN degrees

All bachelor's degree programs are required to have a minimum of 39 hours at the 3000 and 4000 level.

Learning Support Students, and those with RHSC deficiencies, must complete their requirements within 30 semester hours or they will be limited to taking only the Learning Support and/or RHSC requirement.

Are you documenting your session? Did you know that DegreeWorks has a NOTE tab where you can list the classes you suggested for each advisee? This information can be seen by the student and comes in handy if a student claims an advisor told them to take the wrong class. **DOCUMENTATION is KEY!**

## Transient Permission

### Eligibility

Students who wish to take classes at another institution to transfer back to ABAC for credit will need to request transient permission. To be eligible, a student must meet the following conditions:

1. Have completed at least one semester at ABAC within the past three semesters
2. Be in good academic standing
3. Have no outstanding financial obligations to the institution

### Transient Process

Transient permission originates with the student's academic advisor and the following steps should be completed:

1. Print out the Transient Permission Form
  - Print both pages; however, the student and advisor need to complete page 2 together
2. Make sure the classes your student wants to take at the other institution will transfer back to ABAC.
3. Student signs the form
4. Advisor and the dean approve the form by signing
5. Student then brings both pages of the form to Academic Support. Academic Support will
  - Approve or deny the request based on the criteria listed on the transient permission. If approved:
    - Send the request to the institution that the student plans to attend
    - Email acknowledgement of transient permission to the student
6. Student must **APPLY** to the institution they wish to attend and follow their transient admission process
7. Once the student has completed their transient term at the other institution, they **MUST** request an official transcript be sent back to ABAC

- Failure to do so will delay financial aid eligibility and/or awarding of degree

## Financial Aid Tips

1. Remind the student that the FAFSA must be done every year. **Students can now use their Prior-Prior Year taxes and begin filling out the FAFSA in October.**
2. Am I eligible for financial aid?
  - Students can easily check this on DegreeWorks (it's right at the top):
3. Remind students to recheck their eligibility at the end of each semester, after grades have posted.

## Degree Plan for Financial Aid Appeal

If asked for a degree plan due to a FA appeal by students

1. Have them print their degree plan from DegreeWorks
2. DegreeWorks maps out the degree and lists classes needed to satisfy the degree
3. Exceptions: Will not work for some returning students with quarter credit hours. (Generally, from the year 2000 and below).
4. Accuracy of DegreeWorks will need to be checked if the student started ABAC before Fall 2012.  
Program Maps are located in the Catalog

## Contact Us

## Academic Support

### ABAC Tifton

asc@abac.edu

229.391.4995

Branch Hall, Suite 307

### Nicholas Urquhart

Director, Academic Support

229-391-4917

nurquhart@abac.edu

### Josh Clements

Coordinator, Tutoring Services

229-391-4918

joshua.clements@abac.edu

### Ruth Jackson

Testing Coordinator

229-391-4817

rjackson@abac.edu

### Lisa Pryor

Assistant Director, Academic Support

229-391-5156

lisa.pryor@abac.edu

### Jana Register

Tutor Support Professional

229-391-4785

jana.register@abac.edu

### Kim Spinks

Office Coordinator

229-391-4786

kspinks@abac.edu

**Callie Maw**  
Academic Support Counselor  
229-391-4997  
callie.maw@abac.edu

**Brandon Reeder**  
Head Baseball Coach  
Academic Support Counselor  
229-391-4933  
breeder@abac.edu

**ABAC Bainbridge**  
asc-bainbridge@abac.edu  
229-243-3021  
Library, Suite 298

**Katie Spooner**  
Academic Support Counselor  
Student Disability Services Specialist  
229-243-3021  
katie.spooner@abac.edu

**Spencer Stewart**  
Director, Student Services  
229-243-3017  
spencer.stewart@abac.edu

**ABAC Blakely**  
Lori Haddock  
Site Director  
229-724-2405  
Lori.haddock@abac.edu

**ABAC Donalsonville**  
Molly Day  
Site Director  
229-524-1279  
molly.day@abac.edu

**ABAC Moultrie**  
Jena Willis  
Site Director  
229-891-7235  
jwillis@abac.edu

**Academic Support**  
**ABAC 50, 2802 Moore Hwy.**  
**Tifton, GA 31793**  
**229-391-4995 • 229-391-4996 Fax**  
<https://www.abac.edu/academics/academic-support/>

## Class Overrides

A student who is seeking enrollment into a closed section must speak with the Dean's office under which the class falls. If allowed, the Dean's Office will complete a drop/add form with appropriate signatures. The form is then brought to Academic Support, so the student can be added to the class. (Note: Dean Admins may also complete the form and add the student accordingly.)

## Drop/Add

Once a student registers during priority registration or orientation, he/she can add or drop classes for the following term in Banner from his/her schedule until the end of drop/add for the new term.

Drop/Add Ends for:

- Full Term Classes & Session A (Fall/Spring)..... First week of class
- Session B classes (Fall/Spring) ..... 1st Day of Class for term
- Summer Extended Session..... 2nd Day of Semester
- Summer Short Session A or B..... 1st Day of Class

There are no academic penalties for dropping or adding a class during the drop/add period.

## I Grade Policy

A faculty member can assign an 'I' grade for a student who has a mitigating circumstance and can complete the course requirements in a reasonable amount of time.

- An I grade does not satisfy a pre-requisite requirement (i.e., student may not be able to advance to next course)
- An **official grade change must be submitted by the subsequent midterm** before the 'I' grade is rolled to an F grade
- Students do NOT register subsequent terms for the course in which an 'I' grade is assigned

## Medical Withdrawal

Prior to mid-term, medical withdrawals are the same as all other official withdrawals from the College. Students will receive a grade of W in all classes. After mid-term, students seeking a medical withdrawal will initially receive a grade of WF in all courses. The student or a family member must submit the appropriate medical documentation on a medical doctor's letterhead, signed by a physician who is not a family member, to the Student Development Center.

Student Development

sdc@abac.edu

229.391.5135

If it is determined that students must withdraw from classes for a given term for medical reasons, the Student Development Office will notify the students' instructors, the Registrar's Office, Enterprise Information Services, and the Housing Office. Students will be given the grade of W in all classes if the students had passing grades in their classes at the time of withdrawal or last date of attendance. **If the student was not passing at the time of withdrawal or last date of attendance**, the grade of WF will stand. In all cases, students should make every effort to keep the instructor informed of any situation which affects class attendance. A medical withdrawal must be only for the student's illness or medical issue.

## Orientation

### New Students' Orientation

New students attend an Orientation session over the summer or early in January, which is when they are given a schedule.

- Faculty involvement is determined by the respective school's administration
- All new students are pre-registered for 15 hours (full time), including appropriate ENGL, MATH, and 9 hours toward major

### Transfer Students' Fast Track to Registration

New students admitted with 30 or more transfer credit hours can take advantage of the ABAC Fast Track to Registration.

- Fast Track is an online registration process that allows students to register starting with Priority 5.
- Fast track students are still required to attend an orientation session.

# Purpose of the Advisor Handbook

## Purpose of the Advisor Handbook

The ABAC advisor handbook is a tool for advisors to find correct, consistent, and accurate information regarding advising, placement, policies, and procedures. It is a reference to help advisors articulate and explain policies to students.

### ABAC's Advising Statement

Academic advising at Abraham Baldwin Agricultural College aids in the educational and career goal of its students. Based on a philosophy of shared responsibility between advisee and advisor, ABAC stresses self-advocacy and independence in its advising process. Students work very closely with their academic advisor to assess, evaluate, and create academic and career goals that best reflect the student's abilities and aspirations. Using proactive advising approaches, ABAC advisors guide their students through their degree plans while also further evaluating their career objectives.

### Advising Outcomes

- Through academic advising experiences at ABAC, students will:
- Develop an educational plan to successfully achieve their academic, career, and personal goals
- Understand academic policies and procedures
- Determine and utilize the necessary resources and services to support their goals
- Understand the value of CORE requirements
- Exhibit an understanding of their degree requirements
- Select courses each semester to progress toward completing their educational plan
- Understand the importance of including experiences outside of the classroom in their educational plan
- Graduate in a timely manner based on their educational plan

## Quick Guide to the Advising Process

## Quick Guide to the Advising Process

### Finding your advisees

Pull a current list of advisees after roster verification.

How to pull current list of advisees

- <https://iweb.abac.edu/prereq/MajorAdvisorStudents.cfm>
- Select the current term, ignore Select Major, then Select your name from the drop-down list
- Leave Exclude Matric Term selected
- Click on Request Listing
- Copy and paste into Excel

- For a list of your advisees' emails, visit <https://iweb.abac.edu/prereq/AdvisorEmailAdvisees.cfm>, and select your name

## Timeline

1. Faculty and staff advisors can begin enabling registration PINs the day after roster verification. Consider when you'll advise and your mode of advising (in person, email, phone, skype, etc.). Email your advisees shortly after roster verification about when you'll be advising for the next term and how they can sign up for an appointment. Consider using a free online service such as Signup Genius.
2. Before actual advising appointment with a student:
  - If you are meeting after midterm start by looking at midterm grades: <https://iweb.abac.edu/QC/Grades/MidtermGrades/> (select 918 List Prod)
  - Review their degree plan in DegreeWorks. Depending on major consider:
    - Area A BOR overlay (30-hour rule): Students are to have completed ENGL 1101, 1102 & Math requirement by 30 hours
    - 42-hour CORE requirement - would not expect many upper-level students to have CORE requirements, but make sure areas A-E add up to 42 hours.
    - CPC - mainly Foreign Language
    - LS requirements
    - Substitutions/Adjustments - Does the student have any courses in the not used area that should be moved into their degree plan? If so, submit now instead of waiting until graduation.
    - Georgia Legislative & History requirement
    - Minimum GPA - 2.0 Overall to Graduate
    - 39 upper division hours (completed or making progress) - essential for those close to graduating
    - Courses registered for are counting toward their degree
    - Bachelor's residency hours: 30 ABAC hours, 21 @ the upper division (3000 and up)
    - Associate's residency hours: 20 ABAC hours
3. A week prior to priority registration, follow-up with your advisees that have not contacted you for advisement.

## Advising Appointment

1. Make sure to introduce yourself if you have never met with the student before and tell a little about your role as advisor.
2. Start with general open-ended questions. Tell me about your courses this term? What class do you find most challenging? Etc.
3. Ask them about their grades in courses and if they've reviewed midterm grades. Review midterm grades (good and bad). Discuss withdrawal policy if needed or make a referral to Academic Support.
4. Ask about their current major, intended career, and expected graduation date.
5. Review DegreeWorks and map out next semester courses (Summer too, if advising for Spring)
6. Enable student PIN in Banner
7. Add advising NOTE in DegreeWorks
8. Remind student to check email about their priority registration date

Best Practice: After priority registration email all advisees to see if they registered for the next term or if they need assistance.

# Priority Registration Breakdown (Based on Earned hours):

Priority 0: Graduating next term\*

Priority 1: 90+ hours

Priority 2: 60-89 hours

Priority 3: 30 - 59 hours

Priority 4: Currently enrolled students

Priority 5: Transfers, Readmits, and Transients

\*Students who submit a graduation application for the following term by the 9th week will be given priority zero. Priority Zero students register the Thursday before Priority 1 registration. Students who submit their graduation applications after the 9th week will fall into their designated priority.

Priority Dates can be found on the Academic Calendar

## Registration

### Rush-to-Register

Approximately 7 weeks into the Fall and Spring semesters, Academic Support begins the Rush-to-Register campaign. Students are encouraged to schedule an appointment with their academic advisor before registration opens.

### Priority Registration

Priority Registration is geared toward current students and allows them to register for classes based on the number of hours they have earned.

- Each Fall, Priority Registration opens the week after Fall Break.
- Each Spring, Priority Registration opens after Spring Break.
- There are six different Priority Levels
  - Priority 0 is for students graduating the following term and who have submitted their graduation application by the deadline
  - Priorities 1 - 4 are for currently enrolled ABAC students and the cutoff points are based on earned credit hours.
  - Registration for Spring & Summer semesters begins in October, during Fall Priority Registration.
  - Priority 5 is for readmit, transient, and transfer students

## W After Midterm



The W After Midterm form can be found on the faculty resource page. This form is to be used after a student has withdrawn from a course and received a WF. The form will not be processed until the student has withdrawn and should only be used for extenuating circumstances.

- Student must have been passing the course on his/her last date of attendance
- Faculty member must include the last date of attendance on the form

## Withdrawals

A student can withdraw from a class once the drop/add period has ended. There are two types of withdrawal. The **first type of withdrawal** is for students who want to withdraw from a class or classes, but still remain enrolled in at least one class. To withdraw from a class:

- Student obtains a drop/add form from the instructor, school's administrative office, or from Academic Support
- Student completes the form and has the instructor sign off on the form
- Student brings the form to Academic Support

A student withdrawing from a class before or on the mid-term date will receive a grade of "W," which does not calculate into the student's GPA, but does impact a student's completion rate for financial aid. Students must successfully complete 67% of all classes attempted to remain eligible for financial aid. A student withdrawing after the mid-term will receive a grade of "WF," which negatively affects the GPA (equivalent of earning an F) and course completion rate.

The **second type of withdrawal** is a **Full Withdrawal**. Students withdrawing from all academic classes must complete the full withdrawal process:

- Students needing to withdraw completely should be sent to Academic Support
- Academic Support will assess the situation and involve Student Development if necessary (i.e. Medical Withdrawal).
- Instructor/Dean signature is not required for a full withdrawal

Before midterm, a student will be withdrawn from all classes with a grade of 'W.' After midterm, a grade of "WF" is given. Students living in **housing may incur breach of contract fees** and a complete withdrawal can **negatively impact Financial Aid** eligibility.