



Abraham Baldwin Agricultural College

## **Advisor Handbook 2022-2023**

# Abraham Baldwin Agricultural College

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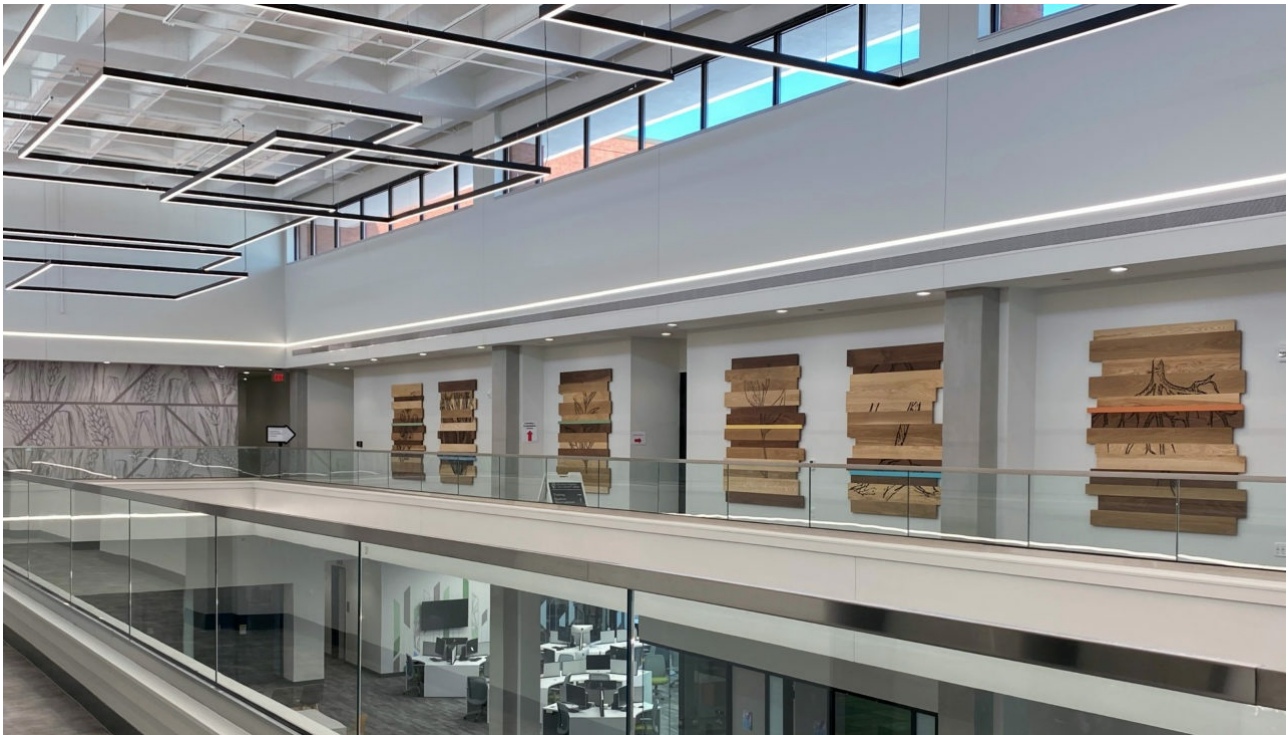
## 2022-2023 Advisor Handbook

### Notification of Updates

ABAC's policies and procedures are ever-changing; therefore, the electronic version of the handbook will be updated as changes occur. In addition, 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 update the Handbook as changes occur. Therefore, faculty, staff, and students should ensure they are current with all ABAC and University System of Georgia (USG) policies and procedures.



## Introduction to Advising

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### Introduction to Advising

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 faculty 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 helping them further evaluate their career objectives.

#### Advising Outcomes

Through academic advising experiences at ABAC, students will:

- Develop an educational plan to achieve their academic, career, and personal goals successfully
- 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
- Explore internships and other experiential learning opportunities
- Develop career or further educational goals
- Understand the importance of including experiences outside of the classroom in their academic plan
- Graduate in a timely manner based on their academic plan

#### Quick Guide to the Advising Process

- Finding your advisees
- Timeline
- Advising Appointment
- Priority Registration Breakdown (Based on Earned hours)

Introduction to Advising

## Finding your advisees

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### Finding your advisees

Pull a current list of advisees after roster verification. Using the iweb link below is more accurate than Banner Web due to its ability to show major/advisor changes during the current term.

How to pull a current list of advisees:

- <https://iweb.abac.edu/Info/MajorAdvisorStudents.cfm>
- Select the current term
- Leave "With Credit Hours" selected. Doing so will bring up students who are currently enrolled and registered.
- Leave "With Graduation Info" selected.
- Leave "Exclude Matric Term" selected. Selecting this option shows the semester the student matriculated with ABAC.
- Include v. Exclude Catalog Term. Including will show the catalog the student is under

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- Do not select a major
- Under "Advisor," select your name. You have not been assigned any advisees if you do not see your name.
- Academic Support recommends copying and pasting the results into Excel for easier tracking and communicating.

Introduction to Advising

## Timeline

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### 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, Teams, etc.). Email your advisees shortly after roster verification about when you'll be advising for the following term and how they can sign up for an appointment. Consider using a free online service such as Signup Genius. Another option is to create a Microsoft Bookings page which syncs with your Outlook calendar. Search for Bookings once logged into Office365 or contact Technology for assistance.
2. Before actual advising appointment with students:
  - 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 requirements by 30 hours
    - 42-hour CORE requirement - would not expect many upper-level students to have CORE requirements, but make certain areas A-E add up to 42 hours.
    - Have learning support (LS) requirements been met? DegreeWorks lists these requirements toward the bottom under "Other Degree Requirements."
    - Substitutions/Adjustments - Does the student have any courses in the not used area that can be moved into their degree plan? If so, submit now instead of waiting until the student completes the graduation application.
    - Has the Georgia Legislative & History requirement been satisfied?
    - 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 before priority registration, follow up with your advisees who have not contacted you for advisement.

Introduction to Advising

## Advising Appointment

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### The 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 semester. What class do you find most challenging? Etc.
3. Ask them about their attendance and grades in courses and if they've reviewed midterm grades (if relevant)—check midterm grades (good and bad). If the student indicates they are struggling, make a referral to Academic Support or submit an Early Alert.
4. Ask about their current major, intended career, and expected graduation date.
5. Review DegreeWorks and map out next semester's courses (Summer too, if advising for Spring)
6. Enable student PIN through Banner - Under Advisor Menu, then Enable Student Registration.
7. Add advising NOTE in DegreeWorks.
8. Remind the student to check their ABAC email about their priority registration date.

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

Introduction to Advising

## Priority Registration Breakdown (Based on Earned hours)

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### Priority Registration Breakdown (Based on Earned hours)

Priority 0 – Graduating next term\*

Priority 1 – 70 or more hours

Priority 2 – 36 or more hours

Priority 3 – 15 or more hours

Priority 4 – All other students currently enrolled (1 or more hours)

Priority 5 – Readmits, returning not presently enrolled, transfer, and transient students

\*Students who submit a graduation application for the following semester 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.

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## 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 Degree Requirements."

\*Notes

- DegreeWorks will tell you the class needed to satisfy the RHSC requirement.
- Academic Support monitors RHSC deficiencies for incoming new students and registers the students for the appropriate course as needed.
- Classes used to satisfy a RHSC (CPC) deficiency **CAN** be used to fulfill Core requirements, **EXCEPT** foreign language.

RHSC/CPC Deficiency	Required Course*
English	Completion of English 1101 with 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, PHSC 1011 & 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 ECON 2105
Foreign Language	SPAN 1001 or any other introductory foreign language (1000 level or above) with a <b>minimum grade of C</b> .

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## 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's degree must satisfy the core requirements listed below:

Area	Area Name	Required/Possible Courses	Hours Required
A-1	Communication Outcomes A minimum grade of C is required for Area A1 courses.	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 degree. 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 2111 (eCore), 2114, 2114H, 2112 (eCore), 2115, 2115H, 2116, 2116H, 2121, 2122, 2131, or 2132 Fine Arts Elective - such as an appreciation or additional literature course. Options can be found in the catalog & DegreeWorks	6 hours
D	Natural Science, Mathematics, and Technology	Options for Non-Science and Science majors can be found in the current catalog & DegreeWorks	11-12 hours
E	Social Sciences	Required: HIST 2111 or 2112 & POLS 1101 Social Science Electives can be found in the catalog & DegreeWorks	9-12 hours
F	Lower-Division Major Requirements	Lower-division course requirements can be found under each Academic Program in the catalog & DegreeWorks	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 determine 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. Doing so 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

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### Math Placement based on SAT/ACT

Before students take their first math course at ABAC, they will need to know the math requirements for their major and which math course is the best to fulfill these requirements.

Old SAT (Before March 2016)	New SAT Section Score	New SAT Test Score	ACT Math	Additional High School Course	Placement
470	510	25.5	20		MATH 1111
590	610	30.5	26		MATH 1112
590	610	30.5	26	Trigonometry or PreCalc	MATH 1113
630	650	32.5	28	Trigonometry or PreCalc	MATH 2053

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

# Abraham Baldwin Agricultural College

## Learning Support Policies

Learning Support (LS) is a University System of Georgia (USG) program for entering students who need additional assistance with 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 exam scores.

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

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### 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 equivalent OR
- High School College Prep GPA  $\geq 2.5$  OR
- ACT English  $\geq 17$  OR
- SAT Reading + Writing  $\geq 470$  OR
- SAT -Reading Test  $\geq 24$  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 corequisite support course, English 0999, along with English 1101.

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### Mathematics Placement Guidelines for Quantitative Reasoning (Math 1001) & Minimum Requirements for College Algebra (Math 1111) with Corequisite 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  $\geq 2.5$  and RHSC Math complete OR
- ACT Mathematics  $\geq 17$  OR
- SAT Math  $\geq 440$  OR
- SAT Math Test  $\geq 22$  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 corequisite 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 complete Math 1001 with a C or higher.

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### 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  $\geq 2.8$  and RHSC Math complete OR
- ACT Mathematics  $\geq 20$  OR
- SAT Math  $\geq 510$  OR
- SAT Math Test  $\geq 25.5$  OR
- Next-Generation Accuplacer QAS  $\geq 266$

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

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## 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 first-year 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 corequisite Learning Support courses.

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

Board of Regents (BOR) Learning Support Policy

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## 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

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## DegreeWorks

DegreeWorks is a web based planning tool to help students and advisors monitor students' progress toward degree completion. DegreeWorks provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. DegreeWorks is not a substitution for consultation with an academic advisor.

### Getting into DegreeWorks

<b>Faculty</b>	<b>Students</b>
<ol style="list-style-type: none"><li>1. Sign in to MyABAC</li><li>2. Click on DegreeWorks*</li><li>3. Type in students 918# or search by name</li></ol>	<ol style="list-style-type: none"><li>1. Sign in to MyABAC</li><li>2. Click on DegreeWorks</li></ol>

Is none of this making sense? Email Academic Support for a one-on-one training session or be on the lookout for advisor training.

## Orientation, Registration, Drop/Add, and Withdrawals

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### Orientation, Registration, Drop/Add, and Withdrawals

- New Students' Orientation
- Transfer Students' Fast Track to Registration
- Rush-to-Register
- Priority Registration
- Class Overrides
- Drop/Add
- I Grade Policy
- Emergency Withdrawal
- Withdrawals

[Orientation, Registration, Drop/Add, and Withdrawals](#)

### New Students' Orientation

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#### 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 degree

[Orientation, Registration, Drop/Add, and Withdrawals](#)

### Transfer Students' Fast Track to Registration

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#### 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 be assigned a faculty advisor. These transfer students can register with Priority 5.
- Fast track students can choose to attend any orientation session.

[Orientation, Registration, Drop/Add, and Withdrawals](#)

### Rush-to-Register

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#### Rush-to-Register

Approximately seven 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 priority registration opens.

[Orientation, Registration, Drop/Add, and Withdrawals](#)

### Priority Registration

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#### 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.

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- Each Fall, Priority Registration opens the week after Fall Break.
- Each Spring, Priority Registration begins after Spring Break.
- There are six different Priority Levels
  - Priority 0 is for students graduating the following semester 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 readmitting, transient, and transfer students

Orientation, Registration, Drop/Add, and Withdrawals

## Class Overrides

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### Class Overrides

A student seeking enrollment into a closed section must speak with the appropriate Department Head or the Dean's office under which the class falls. If allowed, the Department Head or Dean's Office will have the student added to the course.

Orientation, Registration, Drop/Add, and Withdrawals

## Drop/Add

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### Drop/Add

Once a student registers during priority registration or orientation, they can add or drop classes for the following term in Banner from their 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
- Summer Extended Session..... 2nd Day of Semester
- Summer Short Session A ..... 1st Day of Class

A student will need to contact Academic Support by the indicated deadline to add/drop a course for the following terms:

- Session B classes (Fall/Spring) ..... 1st Day of Class for term
- Summer Short Session B..... 1st Day of Class

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

Orientation, Registration, Drop/Add, and Withdrawals

## I Grade Policy

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### 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 the next course)
- An **official grade change must be submitted by the midterm of the subsequent semester** before the 'I' grade is rolled to an F grade
- A Student does NOT register subsequent terms for the course in which an 'I' grade is assigned

Orientation, Registration, Drop/Add, and Withdrawals

## Emergency Withdrawal

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# Abraham Baldwin Agricultural College

## Emergency Withdrawal

If a non-academic emergency prevents a student **from completing their coursework** (e.g., severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes, they may request an Emergency Withdrawal. This guideline provides information for the student to submit the request and also provides information on the process.

**Emergency Withdrawals are subject to the following restrictions:**

- A student must initiate an application for an Emergency Withdrawal no later than one academic year after the semester in which the courses were taken.
- A student may be granted an Emergency Withdrawal for a maximum of two non-consecutive semesters of their enrollment at ABAC.
- A student may not request an Emergency Withdrawal after degree conferral.
- An Emergency Withdrawal usually applies to all courses for the semester, but in exceptional cases, an Emergency Withdrawal may be granted for some but not all of the courses. The request for a partial emergency withdrawal will need to be justified at the time of application.

### Emergency Occurred Before the Midpoint or Last Day to Withdraw

A student is expected to voluntarily withdraw from their classes if an emergency occurs prior to the midpoint of the semester, regardless of the reason for the withdrawal (see Full Withdrawal). Whether or not a student had the ability to withdraw from classes before the semester midpoint is considered in determining the approval of an Emergency Withdrawal request. A student who lives on campus should apply for an Emergency Withdrawal to deem if a breach of contract is applicable.

For more information or to **apply for an Emergency Withdrawal**, visit, [www.abac.edu/emergencywithdrawal](http://www.abac.edu/emergencywithdrawal)

Orientation, Registration, Drop/Add, and Withdrawals

## Withdrawals

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### 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 remain enrolled in at least one class. To withdraw from a class:

- The Course Withdrawal Form is located online on the Registrar's Webpage
  - The student completes the form and submits
  - Academic Support processes the form and sends a notification to the student and instructor(s)

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 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 (the equivalent of earning an F) and course completion rate.

The **second type of withdrawal** is a **Complete 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 speak with the student about the reason for a complete withdrawal
- The complete withdrawal form is located on the Registrar's Webpage

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

## Graduation

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### Graduation

- Advisee Ready to Graduate?
- Degree Evaluation Process
- Helpful Tips and Troubleshooting
- Graduating with Honors
- Graduation Requirements
- Georgia History and Constitution Requirements
- Minors
- Contact Us

Graduation

### Advisee Ready to Graduate?

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#### Advisee Ready to Graduate?

1. A student should apply to graduate the semester before their graduation. The student can find the graduation application at [www.abac.edu/academics/graduation/#Graduation-Application](http://www.abac.edu/academics/graduation/#Graduation-Application).
  - Graduating Spring - apply in the Fall Semester
  - Graduating Summer or Fall - apply in the Spring Semester
2. The student should bring the completed graduation application to their advisor for review and signature.
3. Once the advisor has ensured that all requirements have been satisfied, they sign off on the graduation application.
4. If the student has received a 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 student should deliver the completed application to Academic Support (in person or by email). An Academic Support Counselor reviews all requirements and enters the application into Banner.
6. A student who submits their graduation application by the preferred deadline receives Priority 0 registration.

Graduation

### Degree Evaluation Process

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#### Degree Evaluation Process: DegreeWorks

1. Log into the MyABAC portal
2. Click on DegreeWorks
3. Enter in the Student's 918#
4. Review information and requirements
5. Submit any necessary adjustments (Contact Academic Support with any questions)
6. Academic Support will print the student's DegreeWorks during the review process

Graduation

### Helpful Tips and Troubleshooting

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## Helpful Tips and Troubleshooting

- No graduation fee is assessed
- 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 campus or using VPN for faculty)
- Contact Academic Support if a student is trying to graduate under a catalog before 2012

Graduation

## Graduating with Honors

### 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

## Graduation Requirements

### Graduation Requirements

In addition to satisfying the Core Curriculum and major-specific classes, all students must fulfill the following other degree requirements. Students and faculty can find these requirements in DegreeWorks.

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 requirements
4. Have a minimum overall GPA of 2.0

Graduation

## Georgia History and Constitution Requirements

### 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 must take the Georgia Constitution and History competency exam before graduating. Students can sign up for the exam at [www.abac.edu/academics/academic-support/testing/#Georgia-History-and-Constitution](http://www.abac.edu/academics/academic-support/testing/#Georgia-History-and-Constitution)

Graduation

## Minors

### Minor in Discipline Areas

# Abraham Baldwin Agricultural College

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, nine semester hours of which must be 3000- or 4000-level courses. Courses taken in Core Areas A through E may not be counted as coursework 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](#)

Graduation

## Contact Us

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### Contact Us

Academic Support  
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 placed on probation for the first time will be required to work with an Academic Support Counselor. All students 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.

# Abraham Baldwin Agricultural College

## eCore

### What is eCore?

eCore is a cooperative arrangement among SACSCOC-accredited institutions of the University System of Georgia (USG) to offer online general education courses. eCore courses are taught by instructors from USG institutions and are transferable within the USG, as well as to most regionally accredited schools.

### 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. For current tuition rates for eCore visit: [ecore.usg.edu/future-students/financial-aid](http://ecore.usg.edu/future-students/financial-aid)

### 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 [www.abac.edu/ecore](http://www.abac.edu/ecore)

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)

Carlton Suite 314

## Important CORE Policies

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

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

Hours used in Area B determine 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

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All bachelor's degree programs are required to have a minimum of 39 hours at the 3000 and 4000 levels (21 of the 39 must be taken with ABAC).

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 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. The advisor approves the form by signing; 3000 & 4000 level courses need the department head or dean's approval
5. The student then brings both pages 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 acknowledgment of transient permission to the student
6. A student must **APPLY** to the institution they wish to attend and follow that institution's 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 awarding of the degree

## Financial Aid Tips

1. Remind the student that the FAFSA must be done every year. FAFSA tips and deadlines can be found on the Financial Aid webpage.
2. Am I eligible for financial aid?
  - Students can see their financial aid eligibility on DegreeWorks in the Student Summary Section.
3. Remind students to recheck their eligibility at the end of each semester after grades have been posted.

### **Satisfactory Academic Progress (SAP) for Financial Aid and Appeal**

Occasionally, a student may ask their advisor for a degree plan due to financial aid. This request is due to the student not meeting SAP for financial aid. More information on SAP can be found [here](#). If the student asks for a degree plan, please email Financial Aid to ask for their degree plan form. The advisor should fill out the degree plan form by inputting the remaining courses (by semester) the student has left to graduate.



## Contact Us

### Academic Support

<b>Academic Support Counselors</b> Carlton Suite 314 229.391.4995 asc@abac.edu	<b>Accommodation &amp; Disability Services</b> Carlton Suite 314 229.391.5132 ads@abac.edu	<b>Testing Center</b> Carlton Suite 306 229.391.4817 testing@abac.edu	<b>Tutoring Center</b> Carlton Suite 306 229.391.4785 tutoring@abac.edu
<b>Nicholas Urquhart</b> Director, Academic Support 229-391-4917 nurquhart@abac.edu	<b>Josh Clements</b> Coordinator, Tutoring Services 229-391-4918 joshua.clements@abac.edu	<b>Dianne Vickers</b> Office Coordinator 229-391-4993 dianne.vickers@abac.edu	
<b>Lisa Pryor</b> Assistant Director, Academic Support 229-391-5156 lisa.pryor@abac.edu	<b>Jana Register</b> Academic Support Counselor 229-391-4786 jana.register@abac.edu	<b>Taylor Horton</b> Testing Coordinator 229-391-4817 taylor.horton@abac.edu	
<b>Rachel Frantz</b> Academic Support Counselor 229-391-4997 rachel.frantz@abac.edu	<b>Amanda Walker</b> Coordinator Accommodation & Disability Services 229-391-5132 amanda.walker@abac.edu		

#### Counseling Center (Mental Health)

counseling@abac.edu  
 229-391-5135  
 Branch Suite 201, Tifton Campus

<b>Sue Dees</b> Office Coordinator 229-391-5137 sdees@abac.edu	<b>Shubha Chatterjee, Ed.D.</b> Counselor and Lecturer of Psychology 229-391-5135 schatterjee@abac.edu	<b>Ronnie Burke</b> Counselor Bainbridge Site Location 229.309.9032 rcburke@windstream.net
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**Academic Support**  
**ABAC 50, 2802 Moore Hwy.**  
**Tifton, GA 31793**  
**229-391-4995 • 229-391-4996 Fax**  
<https://www.abac.edu/academics/academic-support/>

