

Advising and Registration

All students who are admitted to ABAC are assigned to an academic advisor. Students interact with their advisor in a developmental process which involves the exchange of information and setting of goals. This process enables the student to understand available educational and career options.

Students who declare a major upon admission to the College are assigned to an advisor in the academic school of their major. Students who have not declared a major will be assigned an advisor until a major is declared. Students with two or more Learning Support requirements are advised in the Advising Center, located in the Student Success Center on the first floor of the Carlton Center. Students must see their advisor each semester before registering so that the advisor can approve the specific courses required to complete the degree of the student's choice.

Students who have questions about the advising or registration process, need help locating their advisor, have not declared a major, or are enrolled in Learning Support courses should visit the Advising Center, located on the first floor of the Carlton Center.

Major Change Process

Students who wish to change majors should go to the administrative office for the new school in which the major is housed. For example, to major in any area of science, you would visit the administrative office of the School of Science and Mathematics. The office will submit an on-line request to Enrollment Services for your major change and advisor reassignment. Once your major change is processed, you will receive an email notification in your Stallions email account. Your major change is effective for the next term, but you may see your new advisor for early advising and registration

Early Registration

A special advisement and early registration period is held each semester. During this time, all advisors post schedules for advising. Students are encouraged to make an appointment to meet with their advisor in order to assure ample time to plan the next semester's work.

After meeting with their advisor, students may register by logging into Banner, the Student Information System. Registration is available according to priority based on number of credit hours completed. Students who experience difficulties registering should visit the Enrollment Services Office on the second floor of the J. Lamar Branch Student Center or the Advising Center on the bottom floor of the Carlton Center.

Change of Schedule (Drop/Add)

Students are discouraged from changing schedules after classes begin. However, if changes are necessary, they should be made during the official drop/add period, usually the first three days of fall and spring semesters and the first two days of summer term (The drop/add period for Session A or B classes is generally the first day of classes). During the drop/add period, students may change their schedule through Banner Web.