

The Basics

What You Can Expect From Your Advisor:

- Advisors should offer their best advice and be a sounding board for your thoughts and ideas.
- Advisors should do their best to help you choose the right courses for you.
- Advisors should talk with you about which concentrations and programs might be best for you.
- Advisors should offer their assistance in referring you to other sources of advice if needed.
- Advisors should be accessible and approachable when you need them, within reason

What Your Advisor Will Expect of You:

- You should be responsive to your advisor and check in throughout each semester.
- You should be proactive about seeking out advising when you need it.
- You should prepare for each advising meeting throughout the year, thinking ahead of course choices, questions, and issues you hope to discuss with your advisor.

What Can You Do for Yourself?

- Learn from your mistakes. No one is perfect! What matters most is not the mistake but what you learn from it.
- Be open to questions, new fields of study, new people, and new experiences.
- Remember that there may not always be one right answer.
- Learn how to learn from rather than run from setbacks.
- Ask for help.

Creating Your First-Term Schedule:

- Know the College's core requirements and the requirements for your major if you've selected a major.
- If you have a learning support requirement, it must be taken your first semester. Know that LS reading and English are pre-requisites for many courses and must be successfully completed before moving on to the next course level.
- If you are taking ENGL 1101, you must register for the Regents' Exam and take it during the same semester as the English course.
- Prepare yourself for your first meeting with your advisor by making a list of courses that interest you and a list of questions you might have.
- Upon meeting with your advisor, get his/her business card or contact information, and feel free to make contact with your advisor to answer any questions that may arise.
- Know how many hours you want to take your first semester. For many insurance companies, the requirement is 12 semester hours to remain on your parent's insurance.
- Aim for a balanced schedule, paying attention to the type of work required for the class and the class hour. For example, if you have trouble with reading comprehension, it would not be wise to take 3 courses that require a massive amount of reading. Choose a balance of difficult and less difficult courses. Do not save all of your difficult classes for your last semester. Also, if you are not a "morning person," you may not want to consider taking an 8am class. Only you know when your peak hours are; so arrange your schedule when you'll be at your best and most alert.

- Stay aware of deadlines and meet them. Calendars may be accessed on the ABAC website. Be alert to emails from the Registrar's Office. Many times these will remind you of very important deadlines.
- Take responsibility for yourself. Know your plan of study, and know how to execute it. You'll have good advisement at ABAC, but that may not be the case when you leave ABAC. Learn as much as you can now. This knowledge will benefit you as you continue your education elsewhere.
- Learn to run a CAPP (Curriculum, Advising and Planning Program) compliance and run one before your second semester. This will not only help you at ABAC but also as you further your education elsewhere. Instructions may be located at <http://www.abac.edu/registrar/forms/Student%20Instructions%20for%20running%20the%20web%20compliance.cfm>

Smart Tips

- Preparing for class
 - Know where and when your classes meet.
 - Know how long it takes you to get from there to here.
 - Know the course name and number as well as the professor's name.
 - Know your student ID number.
- In the classroom
 - Introduce yourself to your instructor.
 - Get to class early, and sit in the center of the room at or near the front.
 - No cell phones(especially text messaging) or beepers
 - Be organized. Have your textbook as well as paper and pen/pencil.
 - Maintain eye contact with your professor.
 - Ask questions. Be sure to seek clarification if you are confused about a topic.
 - Answer questions.
 - Get to know the students who sit around you. This can be helpful in obtaining notes if you miss class.
- Using a professor's office hours
 - Before you go, know what you want to cover.
 - Make sure your professor will be available during his/her office hours.
 - Be sure to thank the professor when you leave.
 - Don't make excuses when you know that you failed to study properly and put in the hours needed for the class. Go to get help and have a desire to do better.
- Questions you should never ask
 - Do I need a textbook?
 - Do I need to read the textbook?
 - Did I miss anything when I was absent?
 - How do I get an A in this class?
 - Any question that is answered in clear, plain English on the course syllabus (especially if the question is "Can I do extra credit" when the syllabus says no).
- Using a computer to your advantage
 - Save, make backups, and print hard copy frequently.
 - Be sure to have whatever "office" software is supported by your campus computer service department. Be sure you know how to use it.

- Before spending too much time creating fancy cover sheets and elegant formatting, check the guidelines for the assignment. Some professors will deduct points if instructions are not followed.
- If submitting assignments on disk or electronically, be sure to under the technical requirements.
- Plan your time to allow for glitches; i.e., printing not printing, computer crashing, etc.
- When communicating with your professors, double check the edress.
- Save, make backups, and print hard copy frequently.
- Organization tips
 - Use a planner and carry it with you to classes and meetings.
 - Try to keep all the materials from each course together either in separate notebooks or files.
 - Keep course materials as long as possible. You never know when you may need materials from a class you took two semesters ago.
- Homework tips
 - Do your homework, even when it's not required.
 - Know, understand, and follow the directions. If your professor provided written instructions, keep them and refer to them frequently.
 - Check all assignments one last time before turning them in.
 - Turn it in on time.
 - Identify yourself. Be sure your name is on your assignment.
- Being healthy
 - Get plenty of sleep
 - Eat a balanced diet
 - Exercise
- Things to remember
 - Be safe. Travel to-and-from evening classes in a group or call campus safety to escort you to your dorm or car
 - If something happens, report it immediately.
 - If you or someone you know is in trouble, get help. There is a whole community of people out there who want nothing more than to give you help.

Miscellaneous:

How can I find a job through work study?

The first step is to come to the Job Placement Office to see if you are eligible for the Federal Work Study Program (FWSP). This is determined from the information you submitted on the FASFA Form. The Federal Government determines your eligibility. After you have obtained this information, the Job Placement Counselor will let you know of the positions available on campus. If you are interested in any of the positions, you will be sent out to interview with the FWSP account monitor for that particular job. If you do not qualify for Work Study, there may be a few "regular" campus jobs that are open. If no jobs are available to you on campus, you can obtain a listing of off campus jobs from the bulletin board in Branch Student Center or by visiting www.abac.edu/jobplacement.

What final preparations do I need to make for graduation?

Apply for graduation with the Enrollment Services Office by October 1 for May graduation and by March 1 for July or December graduation. Additional information can be obtained at http://www.abac.edu/catalog/2004_2006/Academic%20Policies%20and%20Procedures/academic_requirements_for_graduation.htm

When can I drop a class?

Classes may be dropped by obtaining a drop slip from your advisor and getting the instructor of the class you are dropping to sign the slip. Though classes may be dropped at any time during the semester, students need to check their financial aid status before dropping to insure no penalty. *Classes dropped after the drop deadline will record a WF grade.*

Dropping a class during the official Drop/Add period at the beginning of a term will result in a review of aid eligibility for that term. Hours which are dropped do not count toward HOPE eligibility or Satisfactory Academic Progress standards, although repayment may be required if student aid has already been disbursed for those hours. No grades are posted for dropped hours. Hours from which you withdraw each term will be considered as enrolled/attempted hours for purposes of determining HOPE eligibility and Satisfactory Academic Progress standards. Withdrawing from a course will result in a grade of W or WF.

Can I just stop attending class?

This is not recommended. Students who abandon classes receive an “F” for each class abandoned. Students must initiate their own drops. Do not assume that an instructor will automatically drop you from a course you stop attending.

When can I early register?

Pre-registration dates are usually after mid-semester. Specific dates can be located on the academic calendar. Make every effort to pre-register to insure a choice of classes, class times, and instructors.

You **MUST** see your advisor to be advised and to get your PIN number made eligible. Your priority status will determine whether you can register on day 1, 2, or 3 of early registration. This is determined by the number of hours you have accumulated.

Priority 1 = 41 or more credit hours

Priority 2 = 21 or 40 credit hours

Priority 3 = 20 or less credit hours

How do I change my major?

Go to the division office of the major you wish to change to, and the change will be made there. For example, if you wish to change from undeclared to business, go to Conger Hall and the main office on the first floor to change your major.

I missed a few classes due to illness; what do I do?

First, contact your instructor the first day you're absent and any days that follow. If you know that you'll miss several days consecutively due to illness, death, etc., contact the Counseling Office and give them the information and your schedule (including instructors). They will contact each instructor for you. Do not depend on this alone. It is

always wise and professional to make contact personally in addition to contacting counseling.

What are “A” and “B” session classes, and are they for me?

“A” and “B” session classes are classes that meet for a half term on a daily basis instead of classes that meet 2-3 days a week for the full semester. Some students do very well in these classes because they are receiving information on a daily basis, with little down time in between. Some students complain that they do not have time to absorb the information because it comes too quickly. If you are well-organized and have good study habits, you would probably do well in an “A” or “B” session class.

Does ABAC have a study Abroad Program?

Most definitely! Additional information may be accessed at <http://www.abac.edu/bray/studyabroadhome.htm>

Academic Planning Sheet: <http://www.abac.edu/ls/aahandbook/2007-2008/Appendix%202007-08.htm> (Shirley-See me about this please.)

Important Resources: <http://www.abac.edu/resources/>

Academic Assistance Center: an excellent source for tutoring, and it's free!
<http://www.abac.edu/aac/>

Calendars: academic, athletics, registrar, events <http://www.abac.edu/calendars/>

Catalog: provides information about college policies and procedures as well as course descriptions and plans of study (majors) <http://www.abac.edu/catalog/>

Career Development: offers a process that helps bring individuals to a decision regarding academic major or career choice. <http://www.abac.edu/sd/careerd/>

Core Curriculum: http://www.abac.edu/catalog/2008_2010/core.pdf

Exam Schedules: a listing of class times and the final exam times scheduled for each
<http://www.abac.edu/calendars/>

Health Center: an outpatient clinic for students. You pay a health fee; so take advantage of the health center. It's high-quality medical and nursing care at a low cost.
<http://www.abac.edu/healthcenter/>

OITS: tech support services for students <http://www.abac.edu/OITS/>

Student Affairs: registrar, student housing, financial aid, admissions, and much more.
<http://www.abac.edu/ses/>

Student Activities: clubs and organizations <http://www.abac.edu/ses/Stuact/>

Student Support Services: for special needs students who qualify
<http://www.abac.edu/sss/>

Testing: administers tests such as CLEP, SAT, and ACT
<http://www.abac.edu/sd/Testing/>

Contacts:

Key Administrators:

President, Dr. David Bridges (dbridges@abac.edu)
Vice President for Academic Affairs, Dr. Niles Reddick (nreddick@abac.edu)
Vice President for Student Affairs, Dr. Gail Dillard (gdillard@abac.edu)
Vice President for Fiscal Affairs, Mr. John Clemens (jclemens@abac.edu)
Chief Information Officer, Dr. Crystal Ross (cross@abac.edu)

Academic Division Chairs:

Agriculture, Dr. Tim Marshall (tmarshall@abac.edu)
Business, Dr. Jeff Gibbs (jgibbs@abac.edu)
Health, Physical Education, & Recreation, Mrs. Andrea Willis (awillis@abac.edu)
Humanities, Dr. Bobbie Robinson (brobinson@abac.edu)
Nursing, Mrs. Wanda Golden (wgolden@abac.edu)
Science/Math, Dr. Ray Barber (rbarber@abac.edu)
Social Science, Mr. Anthony Fitzgerald (afitzgerald@abac.edu)

Directors:

Academic Assistance Program(AAC), Mrs. Kim Ascani (kascani@abac.edu)
Bookstore, Ms. Tracy Dyal (tdyal@abac.edu)
Counseling, Dr. Maggie Martin (mmartin@abac.edu)
Counseling, Ms. Annie Sims (asims@abac.edu)
Disabilities, Dr. Maggie Martin (mmartin@abac.edu)
Health Center, Mr. Troy Spicer (tspicer@abac.edu)
Honor's Program, Dr. Luke Vassiliou (lvassiliou@abac.edu)
Housing, Dean Bernice Hughes (bhughes@abac.edu)
Public Safety, Mr. Bryan Golden (bgolden@abac.edu)
Student Success/AIM, Dr. Don Parks (dparks@abac.edu)
WebCT, Dr. Amy Willis (apwillis@abac.edu)