

Academic Plan through Graduation

Name \_\_\_\_\_

Major \_\_\_\_\_ Anticipated graduation term \_\_\_\_\_

Term \_\_\_\_\_

Total credit hours this semester \_\_\_\_\_

Course Number	Course Name	Credit Hours	Is course offered this term?	Is course part of a sequence?	Are there pre-requisites for this course?

Term \_\_\_\_\_

Total credit hours this semester \_\_\_\_\_

Course Number	Course Name	Credit Hours	Is course offered this term?	Is course part of a sequence?	Are there pre-requisites for this course?

Term \_\_\_\_\_

Total credit hours this semester \_\_\_\_\_

Course Number	Course Name	Credit Hours	Is course offered this term?	Is course part of a sequence?	Are there pre-requisites for this course?

Term \_\_\_\_\_

Total credit hours this semester \_\_\_\_\_

Course Number	Course Name	Credit Hours	Is course offered this term?	Is course part of a sequence?	Are there pre-requisites for this course?

Term \_\_\_\_\_

Total credit hours this semester \_\_\_\_\_

Course Number	Course Name	Credit Hours	Is course offered this term?	Is course part of a sequence?	Are there pre-requisites for this course?

**Insert Core Advising Form here**

# Major/Advisor Change

1. The student reports to the division office for the new major begin declared
2. The division office will submit an on-line request to Enrollment Services for the major change and advisor reassignment.
3. Once Enrollment Services processes the major change and advisor reassignment, the new advisor and the students receives an email notification. NOTE: major changes submitted after drop/add for the full term are effective for the upcoming semester.
4. The student should visit the new advisor.

**Change of Major form is on-line.**

<http://www.abac.edu/registrar/forms/online/MajorChange/divchair.cfm>

*Revised: 7-July-2009*

## **REQUIRED SIGNATURES FOR DROP/ADD**

During the official Drop/Add period at the beginning of each term, students can make schedule changes on Banner Web. Schedule changes can also be made in the Enrollment Services Office during the official Drop/Add period with a completed Drop/Add form.

**The time period for the official Drop/Add period for each term is as follows:**

- 1<sup>st</sup> three days of fall or spring term
- 1<sup>st</sup> two days of summer term
- 1<sup>st</sup> day of Session A & B classes during fall and spring terms

**The drop/add form is used for and must be delivered by the student to the Enrollment Services Office for:**

1. Drop/Add in the Enrollment Services Office during the official drop/add period at the beginning of the term.
2. Withdrawing from a class after the drop/add period at the beginning of the term.

**Signatures needed on the Drop/Add form:**

**During Official Drop/Add Period**

- Dean or Administrative Assistant
- Registrar

**After Official Drop/Add Period (Withdrawing from a class)**

- Instructor
- Business Office
- Enrollment Service Office

## REGENTS' TEST ESSAY APPEAL

Memo To: \_\_\_\_\_ (last ENGL 1101 instructor, initial review)

From: \_\_\_\_\_ (student requesting review)  
(Print)

Student ID Number \_\_\_\_\_

Subject: **INITIAL REVIEW, ESSAY COMPONENT – REGENTS' TEST**

Date: \_\_\_\_\_

*Based on my eligibility for review and substantial questions concerning the accuracy of the scoring of the Regents' Test essay which I failed, I request the initiation of a review of my essay. I have read the procedure for reviewing Regents' Test essays as set forth in ABAC's and the University System of Georgia's policies.*

Student Signature: \_\_\_\_\_

School Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ Advisor: \_\_\_\_\_

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### (For Office Use Only)

Memo To: \_\_\_\_\_ (Student requesting review)

From: \_\_\_\_\_ (Faculty member, initial review)

Subject: **RESULTS OF THE INITIAL REVIEW, ESSAY COMPONENT**

Date: \_\_\_\_\_

\_\_\_\_\_ Based on my review of your failed Regents' Test Essay, I agree that there is substantial question concerning the accuracy of the scoring of that essay. I recommend that the essay be re-scored by the On-Campus Review Panel. Your essay, identified only by your social security number, will go to the Chair of the Humanities Division to be forwarded to the Review Panel.

\_\_\_\_\_ I disagree that there is substantial question concerning the accuracy of the scoring of your failed Regents' Test essay. This form and your Regents' Test will be transmitted by me to the Chair of the Humanities Division for filing.

(Copies to the Student Development Office, academic advisor, faculty member conducting initial review, and Chair of the Humanities Division)

***Should a student's Regents' Test essay attempt result in failure, yet one of the three scores on the essay is a 2 or higher, the student may appeal the failure through his/her advisor by using the following form. An on-campus review will result, followed if necessary by a University System review. The University System decision is final.***

## TRANSFER CREDIT INFORMATION SHEET

To view, select

<http://www.abac.edu/registrar/forms/Transfer%20Credit%20Information%20Sheet.pdf>

## **STUDENT EVALUATION OF ADVISOR SHEET**

**The student evaluation is completed on line as part of the Banner Web registration process.**

# COMPASS PLACEMENT CUTOFFS

English COMPASS Score	Course Placement
59 or less	ENGL 0099
60 or greater	NO LS English Requirement

Reading COMPASS Score	Course Placement
77 or less	READ 0099
78 or greater	No LS Reading Requirement

Algebra COMPASS Score	Course Placement
44 or less	MATH 0097
45 or greater	MATH 1111 or 1101

(Nursing Majors) Algebra COMPASS Score	Course Placement
If student scores 44 or less on COMPASS Algebra, then placement is determined by Pre-Algebra Score	Look at Pre-Algebra Scores - if 34 or less then MATH 0090
If COMPASS Algebra is 45 or greater OR Pre-Algebra is 35 or greater then student is exempt from LS Math requirements.	PNUR 1104

**NOTE: Two major changes occurred for students matriculating fall, 2008 or later.**

**The minimum Algebra score needed to exempt from MATH 0097/99 increased from 37 to 45. All majors except A&S nursing now require MATH 1101 or higher. MATH 1002 is being phased out.**

**The following scores exempt students from the need to take the COMPASS placement tests IF the student has completed CPC requirements.**

- SAT Critical Reading score  $\geq 480$
- Math  $\geq 480$
- ACT English  $\geq 20$ ; Math  $\geq 20$

## Learning Support Core Advising

<b>LS Requirement</b>	<b>Must Take</b>	<b>May Also Take.... (depending on major)</b>
English and Reading and Math	ENGL 0099 and READ 0099 and MATH 0097 or MATH 0090 (A&S Nursing Majors only)	ABAC 1000, PHED, CISM 2201
English and Reading	ENGL 0099 and READ 0099	ABAC 1000, PHED, CISM 2201
English and Math	ENGL 0099 and MATH 0097 or MATH 0090 (A&S Nursing Majors only)	ABAC 1000, PHED, CISM 2201, BIOL 1003/L
Reading and Math	READ 0099 and MATH 0097 or MATH 0090 (A&S Nursing Majors only)	ABAC 1000, PHED, CISM 2201
Math only	MATH 0097 or MATH 0090 (A&S Nursing Majors only)	ABAC 1000, ENGL 1101, PHED, CISM 2201, COMM 1100, COMM 1000, ARTS 2213, THEA 1100, MUSC 1100, SPAN 1002, BIOL 1003/L, BIOL 2107/L, HIST 2112, POLS 1101, GEOG 1101, PSYC 1101, SOCI 1101, RELG 1100
Reading only	READ 0099	ABAC 1000, PHED, CISM 2201
English only	ENGL 0099	ABAC 1000, MATH , PHED, CISM 2201, BIOL 1003/L, PHSC 1011/L*, PHSC 1012/L, ECON 2105, ECON 2106 * this course has a MATH 1111 or higher pre-requisite

## Learning Support Policy and Procedures

## **Section 1. Placement Testing**

- 1.1 All students must complete the COMPASS placement test with the following exceptions.
- a. Students who have completed the College Preparatory Curriculum (CPC) and have achieved an SAT Critical Reading score of 480 or above are not required to take the COMPASS reading or writing placement tests.
  - b. Students who have completed the College Preparatory Curriculum (CPC) and have achieved an ACT English score of 20 or above are not required to take the COMPASS reading or writing placement tests.
  - c. Students who have completed the College Preparatory Curriculum (CPC) and have achieved an SAT Mathematics score of 480 or above are not required to take the COMPASS mathematics placement test.
  - d. Students who have completed the College Preparatory Curriculum (CPC) and have achieved an ACT Mathematics score of 20 or above are not required to take the COMPASS mathematics placement test.

### 1.2. Placement in Learning Support classes

- a. A COMPASS algebra score of 45 or higher is required to exempt MATH 0097/0099.
- b. For ADN Nursing majors only, a COMPASS algebra score of 45 or higher or a COMPASS pre-algebra score of 35 or higher is required to exempt MATH 0091.
- c. A COMPASS reading score of 78 or higher is required to exempt READ 0099.
- d. A COMPASS writing score of 60 or higher is required to exempt ENGL 0099.

### 1.3 Re-testing for placement

Students who are required to take the COMPASS placement test must test prior to New Student Advising and Registration. Students are allowed to take one retest in each subject area prior to the first day of class for a \$25 fee.

### 1.4 Testing at other schools.

- a. ABAC will accept a student's COMPASS scores from a non-USG institution or agency as long as ABAC gave prior authorization to administer the test to the student.
- b. Prior authorization for COC-accredited Georgia Technical colleges is not required. Receipt of COMPASS scores produced under this procedure may be through official transcript, e-mail from a recognized email address, fax from a recognized fax number or telephone call from a recognized phone number.

## **Section 2. Exit Testing**

- a. The COMPASS exit score for READ 0099 is 78.
- b. The COMPASS exit score for ENGL 0099 is 60.
- c. The COMPASS exit score for MATH 0099 is 45.
- d. Students who are repeating READ 0099 or ENGL 0099 for the second time may elect to take the CPE instead of the COMPASS for the exit exam re-test. Note that the CPE is a timed test and that students must sign a waiver if they elect this option. The CPE exit score for both READ 0099 and ENGL 0099 is 75.

## **Section 3 Learning Support Academic Advising and Registration**

### 3.1 Learning Support Advising Assignments

- a. Students with two or more learning support requirements are assigned to a Learning Support Advisor.
- b. Students will be assigned to an advisor in their major field of study when they exit Learning Support or have only one Learning Support requirement.

### 3.2 Twenty-credit hour rule

- a. Students who have earned 20 semester hours of college-level credit and have not completed Learning Support requirements may enroll only in Learning Support courses until requirements are successfully met.
- b. Students with transfer credit or credit earned in a certificate or prior degree program who are required to take Learning Support courses for their current degree objectives may earn up to 20 additional hours of college-level credit. After earning the additional credit hours, such students may enroll in Learning Support courses only.

### 3.3 Enrollment in Learning Support classes.

Students must enroll in all required Learning Support courses each semester of enrollment before being allowed to enroll in other courses. Two exceptions are possible:

- When two or three Learning Support courses are required and a student is enrolled in at least one Learning Support course, a freshman orientation course or physical education course or other activity or performance course may be taken that semester instead of one of the required Learning Support courses.
- If a required Learning Support course is not available, a student may enroll in a credit course if the student has met the course prerequisites.

### 3.4 Withdrawal from Learning Support classes

Students with Learning Support requirements who are enrolled in both Learning Support courses and college-level courses may not withdraw from the required Learning Support courses with a “W” unless they also withdraw from college-level courses. The exceptions to this policy include a freshman orientation course and physical education courses.

## **Section 4. Learning Support Suspensions and Appeals**

### 4.1 Learning Support Suspension

A student who does not complete requirements for a Learning Support area in twelve semester hours or three semesters, whichever occurs first, will be suspended for a period of three years. All grades, except a grade of W, count as attempts.

### 4.2 Learning Support Appeal Criteria

Students may appeal the Learning Support suspension under the following circumstances. They must:

- a. Be individually evaluated and determined to have a reasonable chance of success;
- b. Be in an exit level course; and
- c. Have reached the limit in only one Learning Support area.

### 4.3. Learning Support Appeal Process

The process for submitting a Learning Support appeal is as follows. A student must:

- a. complete Part I of the Learning Support Appeal Form;
- b. obtain a positive recommendation from the most recent Learning Support instructor on Part II of the appeal form;
- c. attach a letter specifying the reasons for his/her appeal;
- d. submit the completed appeal packet to the Office of Student Success no later than five calendar days after the last final exam date of the semester;
- e. appear in person before the Academic Review Committee.

The Chairperson of the Academic Review Committee will inform the student of the Committee's decision at the time of the Committee meeting and the Secretary to the Vice President of Academic Affairs will confirm the Committee's decision in writing. If the appeal is granted, the student may enroll in the Learning Support course and one additional course during the semester of the additional attempt. Only one appeal semester is allowed. A student may appeal the decision of the Academic Review Committee in writing to the Vice President for Academic Affairs.

## **Transferring Core Curriculum Credit Between University**

# System of Georgia Institutions

## Frequently Asked Questions

Each institution has developed a core curriculum with 60 semester hours of courses in Areas A through F. While institutions have some flexibility in defining learning outcomes in each area, the core curriculum completed at one System institution is fully transferable to another System institution for the same major.

The following information is applicable to most students who transfer from one University System of Georgia institution to another. However, specific situations that may result in minor exceptions to these general transfer rights are described in the section following the questions and answers.

### **1. How can I make sure that I can transfer my credit in the core areas?**

You will receive full credit in transfer if you complete the 60 credit hours of the Core Curriculum at any System institution and do not change your major. If you cannot complete the entire Core Curriculum at one college, try to complete the entire areas (A through F) of the Core Curriculum. You will receive full credit for any area that you have completed at a System institution if you transfer without changing your major.

### **2. Will individual courses transfer to any system institution?**

Only certain individual courses are guaranteed to transfer if you do not complete the core areas. You will definitely receive credit for completion of English Composition 1101, English Composition 1102, your Essential Skills math course (if you do not change majors), and any other course with a common course number included in the Core Curriculum of both colleges.

### **3. What will happen to my transfer credits if I change my major?**

If you change your major, you may be required to take additional courses to meet degree requirements. Generally, completion of Areas B, C and E will be accepted regardless of major, but your core math and science requirements may change.

### **4. Will I receive credit for courses that I take at another institution as a transient student?**

You must have one home institution where you are currently enrolled whose Core Curriculum you will be expected to follow. Students who transfer from one System college to another automatically change their home institution. If you want to take courses at another institution and have them count toward your degree, you must receive permission from the home institution to take the specific courses as a transient student. (If you take courses at more than one institution and do not transfer or have transient permission, your credit may not count toward your degree requirements at your home institution.)

### **5. What information do I need to provide to my transfer institution?**

To receive full transfer credit, you have the responsibility to provide a transcript and any other information requested by the institution awarding the transfer credit.

### **6. What if I have problems transferring credits?**

Each institution has an ombudsperson assigned to facilitate transfer of students between System institutions. If you have problems with acceptance of your credit, contact the transfer ombudsperson at the transfer college for help. If the problems cannot be resolved, contact the ombudsperson of the college from which you have transferred.

## **Exceptions to General System Transfer Policy**

Provided that native and transfer students are treated equally, institutions may impose additional reasonable expectations (e.g., a minimum grade of "C" in English Composition or no credit for an introductory course in a foreign language, especially if the student took that language in high school).

For students who transfer after completing the Core Curriculum at a System institution, receiving institutions may require that these students complete any additional requirements as specified for native students. However, the total number of hours required of the transfer student for the baccalaureate degree shall not exceed the number of hours required of native students for the same major field.

If credit from an institution outside of the System is accepted in transfer by a System institution, that credit will not necessarily be accepted by another System institution. The transfer of outside credit is more likely if a student completes the entire Core Curriculum before transferring within the System.

Students transferring to the Georgia Institute of Technology will have to complete a calculus course in area A regardless of their major.

### **University System Institutions**

For information about University System institutions, see <http://www.usg.edu/inst>

**INSTITUTIONAL POLICY UNDER THE FAMILY  
EDUCATIONAL RIGHTS  
AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

No personally identifiable information from the education records of a student will be disclosed to any third party by any official or employee of the college without written consent of the student. FERPA guidelines state that institutions may release, without written consent, those items specified as public or directory information for currently enrolled students and for former students unless the student completes a written request with the Enrollment Services Office to prohibit the release of directory information. The request must be completed in the Enrollment Services Office by the end of the published official drop/add period or it will be assumed that directory information may be disclosed for the current academic term. A request to prohibit the release of directory information will remain in effect until the student notifies the Enrollment Services Office in writing. FERPA

defines directory information as information contained in an educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, student's name, address, telephone listing, email address, photo, date and place of birth, major field of study, grade level (freshman or sophomore), enrollment status (full-time, part-time, or number of credit hours), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received (including honors such as Dean's list) and the most recent previous educational agency or institution attended by the student.

These forms and links are available to you at [www.abac.edu/registrar](http://www.abac.edu/registrar)  
**Advisor Resources**

### **Helpful Information**

Faculty Info Packet for Summer 2008 (Important Dates, How to's, etc) -- [PDF](#)

Advising Handbook -- [To Handbook Links](#)

Banner Web -- [PDF](#) (How to log in to Banner Web)

Calendar -- [HTM](#)

CAPP Instructions -- [HTM](#)

Class Schedules -- [HTM](#)

COMPASS Score Information -- [To Placement Testing Links](#)

Core Curriculum -- [BOR link to core areas for USG schools](#)

FERPA -- [PDF](#)

Final Exam Schedules -- [HTM](#)

GPA's - Explanation of Different Types -- [PDF](#)

Grade Symbols -- [HTM](#)

Majors and Concentration Codes -- [PDF](#), [HTM](#)

Quarter to Semester Course Equivalents -- [DOC](#), [PDF](#), [HTM](#)

Roster Verification Instructions -- [PDF](#)

Transfer Credit Equivalency -- [HTM](#)

Writing Letters of Recommendation -- [HTM](#)

### **Forms**

Account Request Form -- [DOC](#)

Course Proposal Form -- [DOC](#), [PDF](#)

Incomplete Grade Assignment -- [DOC](#), [PDF](#)

Official Grade Change -- [DOC](#), [PDF](#)

[Online Forms Link](#) (to submit the following requests)

[CAPP Degree Substitution & Waiver](#) (for Career-Tech Programs)

[CAPP Degree Adjustment](#) (for Transfer Degree Programs)

[Catalog Term Change](#)

[Major Change](#)

Request to Audit Course -- [DOC](#), [PDF](#)

Roster Correction Form -- [DOC](#), [PDF](#)

Transient Permission Request -- [PDF](#)

W After Mid-Term -- [DOC](#), [PDF](#)

## REFERRAL SOURCES

Student Success Center (Formerly Academic Assistance Center)	4785	Carlton Center 126
Tutoring – All students		
Math Center		
Reading Center		
Writing Center		
Peer Tutoring Center		
Regent's Testing		
Learning Communities		
ABAC 1000		
Placement Testing		
Academic Affairs	4780	Student Center
Resolving a problem with a class, see faculty member		
Resolving a problem with a faculty member, see division chair		
Resolving a problem with division chair, see Academic Dean		
Resolving a problem with Academic Dean, see President		
Admissions – Enrollment Services	5001	Student Center
Applications		
School of Agriculture and Forest Natural Sciences	4790	Ag Science Bldg
AIM Program	4785	Carlton Center 126
Bookstore	4825	Student Ctr 1st Floor
School of Business Administration	4830	Conger 1st Floor
Enrollment Services	5001	Student Center
Financial Aid/Veteran Affairs	4910	Student Ctr 2nd Floor
HOPE grant		
VA Benefits		
Grants		
Loans		
Financial problems		
Health, PE & Recreation	4930	Gressette Gym 130
School of Liberal Arts	4950	King Hall 1
Job Placement	4914	Student Ctr 2nd Floor
Finding a part-time job		
To list a job vacancy		
Student Success	4995	Carlton Center 126
AIM Program		
COMPASS placement test		
Library	4992	Carlton Center
Media Services	4848	Carlton Center 122
Nursing Division	5020	Gaines Hall 1
Pegasus Literary Magazine	4971	TBA
Public Relations	5055	Evans Hall
Schedule an ABAC facility for a meeting		
To have a news story sent to student's hometown paper		
To place an event on the campus master calendar		
To include an item in the FOCUS		
Public Safety	5060	Weltner Hall
Parking		
Parking citations		
Reporting criminal activity		
Emergencies		
Purchasing parking decals		

Public Service and Business Outreach	5069	Weltner Hall
Non-credit classes		
Registrar – Enrollment Services	5001	Student Center
Re-admissions		
Drop/Add		
Graduation applications		
Registration information		
Transcripts (sending)		
Name changes		
Social security number changes		
Enrollment verifications		
School of Science and Mathematics	5100	Britt Hall 225
School of Human Sciences	5080	Bowen Hall 205
School of Nursing and Health Sciences	5020	Nursing Ed
Stallion Newspaper	4957	Student Ctr 3rd Floor
Student Affairs	5130	Student Ctr 2nd Floor
Student Conduct		
Out-of-State Waivers		
Sexual Harassment/Harassment		
Student Problems & Solutions		
Student Development	5135	Student Ctr 2nd Floor
Personal Counseling		
Career Development Counseling		
Career Placement		
Resume writing/interviewing		
Finding a career opportunity		
Annual Career Fair		
Disabilities Services		
ADA Compliance		
Information on testing - NSAT, ISAT, CLEP, Regents, ACT, DSST/DANTES, web based and correspondence test proctoring		
Student Support Services	5160	Carlton Center 110
Academic/career/personal advising and disabilities services		
Tutorial assistance		
Transfer assistance		
<i>(Participants qualify for these services based on eligibility: low income, first-generation college student status,     or documented learning disabilities.)</i>		

