Welcome to Abraham Baldwin Agricultural College!

Abraham Baldwin Agricultural College (ABAC) considers quality advising an important feature in ABAC’s commitment to student success in meeting educational goals. Advising is an integral part of who we are as an advisor and staff at ABAC. Academic advisement is more than the perfunctory signing of a registration form; it establishes a relationship which encourages the development of interpersonal communication between a faculty member and student. As such, we assist our students in discovering their potential and setting their academic and career goals by taking a special interest in the students’ academic and personal being.

This handbook is designed to provide access to necessary information about policies and procedures at ABAC and should serve as a resource for working with students.

For additional assistance or questions contact:

Academic Support
asc@abac.edu
229.391.4995

Sincerely,

[Signature]

Director of Academic Support
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CLICK HERE FOR ADVISING SHEETS
(LINK ONLY WORKS ON CAMPUS)

Notification of Updates
ABAC’s policies and procedures are ever-changing; therefore, the electronic version of the handbook will be updated as changes are enacted. 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 the Academic Support Center.
Email: asc@abac.edu

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.
Section I: Introduction to Advising

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 achievement 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 both prescriptive and development advising approaches, ABAC advisors guide their students through their degree plans while also further evaluating their career objectives.

Advising Outcomes

Through the 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
Responsibilities of Advisee and Advisor

Academic advising is a shared responsibility where both the advisor and the advisee have designated responsibilities to achieve effective advising. The following advisee and advisor responsibilities have been adopted by ABAC:

**Responsibilities of the advisee include:**

- Review and understand campus policies and procedures, CORE Requirements, and graduation requirements
- Check and read Stallion email account on a regular basis
- Learn to access and navigate resources found in myABAC
- Be aware of academic dates and deadlines
- Schedule and attend advising appointments
- Arrive on time for appointments
- Prepare for advising sessions and bring relevant materials to appointment
- Bring a list of questions to appointments and ask questions if a topic is not understood
- Communicate openly with advisor by clarifying personal values, abilities, goals, and needs
- Be familiar with requirements of selected major(s) and schedule courses in accordance with those requirements
- Recognize that advising is a shared responsibility; however, students must accept final responsibility for all decisions

**Responsibilities of the advisor include:**

- Serve as a student advocate
- Exhibit a caring attitude
- Be aware of current resources and provide students with necessary referrals
- Be available to students through posted office hours, email, and appointment times
- Provide guidance to students as they set academic, career, and personal goals
- Be a responsive listener
- Understand and communicate curriculum, graduation requirements, and ABAC policies and procedures
- Assist students in understanding degree requirements
- Monitor progress toward graduation by maintaining accurate and up-to-date advising records
- Maintain confidentiality of student records
- Assist students in enhancing decision-making, problem-solving, and communication skills
- Participate in advisor workshops/trainings to keep informed and current
Section II: Required High School Curriculum (RHSC)
Formally: College Prep. Curriculum (CPC)

RHSC Requirements

Students who have graduated high school within the last five years and have less than 30 transfer credit hours are 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?

**Banner Web Method:**
1. Sign into Banner Web
2. Click on Advisor Menu
3. Click on Test Scores and Requirements

**DegreeWorks Method (accurate for students starting Fall 2012 and later):**
1. Sign into Banner Web
2. Click on Advisor Menu
3. Click on DegreeWorks
4. Scroll down and look under Other Requirements

*Note – DegreeWorks will tell you the class needed to satisfy the RHSC/CPC requirement*

<table>
<thead>
<tr>
<th>RHSC/CPC Deficiency</th>
<th>Required Course*</th>
</tr>
</thead>
<tbody>
<tr>
<td>English*</td>
<td>Student must pass COMPASS placement tests in Reading and English or complete Learning Support Reading and English</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Student must pass the COMPASS placement test in Math (Algebra portion) or complete the Learning Support Math sequence</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Student must complete one of the following courses and lab and earn a grade of C: BIOL 1107 &amp; Lab, SCIE 1005 &amp; LAB, PHYS 1011 &amp; Lab, or PHYS 1012 &amp; Lab</td>
</tr>
<tr>
<td>Social Science</td>
<td>Student must complete one of the following and earn a grade of C: SOCI 1101, PSYC 1101, HIST 2111, HIST 1112, or ECON 2105</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Student must complete one of the following and earn a grade of C: SPAN 1001 or any other introductory foreign language (1000 level or above). Note Sign Language and Computer Science does not count as a foreign language at the college level.</td>
</tr>
</tbody>
</table>

*Classes used to satisfy a RHSC (CPC) deficiency CAN be used to satisfy CORE requirements, except foreign language.
Every institution in the USG will have a core curriculum of precisely 42 semester hours and an Area F of precisely 18 hours for an Associate of Arts, Associate of Science, or Bachelor Degree. Students working toward an AA, AS, or Bachelor degree must satisfy the core requirements listed below*:

<table>
<thead>
<tr>
<th>Area</th>
<th>Area Name</th>
<th>Required/Possible Classes</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Communication Outcomes</td>
<td>ENGL 1101 &amp; ENGL 1102</td>
<td>9 hours</td>
</tr>
<tr>
<td></td>
<td>Quantitative Outcomes</td>
<td>MATH 1001, 1111, 1112, 1113, or 2053</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Students should work closely with an advisor to select the appropriate math class for their major</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Institutional Options</td>
<td>Required: COMM 1100 or COMM 1110</td>
<td>3 – 6 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Institutional Options are located in the Catalog</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Humanities, Fine Arts, and Ethics</td>
<td>Required: ENGL 2114, 2115, or 2116</td>
<td>6 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine Arts Elective - options can be found in the Catalog</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Natural Science, Mathematics,</td>
<td>Options for Non-Science and Science majors can be found in the current College Catalog:</td>
<td>11 – 12 hours</td>
</tr>
<tr>
<td></td>
<td>and Technology</td>
<td><a href="http://www.abac.edu/academics/registrar">http://www.abac.edu/academics/registrar</a></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Social Sciences</td>
<td>Required: HIST 2111 or 2112; POLS 1101</td>
<td>9 – 12 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Science Electives can be found in the current catalog</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Lower-Division Major Requirements</td>
<td>Lower division courses requirements can be found in the current catalog: <a href="http://www.abac.edu/academics/registrar/academic-catalog">http://www.abac.edu/academics/registrar/academic-catalog</a></td>
<td>18 hours</td>
</tr>
</tbody>
</table>

*Associate of Fine Arts (AFA), Associate of Applied Science (AAS) and certificates follow a prescribed listing of core courses relating to each major, which can be found in the current catalog.

The CORE can be found under the CORE Curriculum in the current catalog: [http://www.abac.edu/academics/registrar/academic-catalog](http://www.abac.edu/academics/registrar/academic-catalog)

Areas A-E must add up to 42 hours – Board 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
Section IV: 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.

<table>
<thead>
<tr>
<th>SAT</th>
<th>ACT</th>
<th>Additional High School Course</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>480</td>
<td>20</td>
<td></td>
<td>MATH 1111</td>
</tr>
<tr>
<td>590</td>
<td>26</td>
<td></td>
<td>MATH 1112</td>
</tr>
<tr>
<td>590</td>
<td>26</td>
<td>Trigonometry</td>
<td>MATH 1113</td>
</tr>
<tr>
<td>630</td>
<td>26</td>
<td>Trigonometry</td>
<td>MATH 2053</td>
</tr>
</tbody>
</table>

Section V: COMPASS Placement Testing & Learning Support

Who has to COMPASS Placement Test?

- Students who scored below a 480 on the SAT in Math and/or Critical Reading, or a below a 20 on the ACT in Math and/or English.
- Students who have COMPASS scores older than 3 years.
- Students who have a Required High School Curriculum deficiency (formerly CPC) in English and/or Mathematics.

*Note: The COMPASS will be discontinued and replaced in January of 2016*

How do students exempt COMPASS placement testing?

Incoming students must take the COMPASS placement test with these exceptions:

- Students with a College Prep Diploma and SAT Scores at or above 480 or ACT scores at or above 20 are not required to take the COMPASS.
- Students who transfer in a college-level ENGL 1101 and MATH 1111 are not required to take the COMPASS.
- Students who have taken the COMPASS test at another USG school and have scores that meet ABAC’s cut-off scores are not required test.
- Students who have taken the COMPASS at a SACSCOC accredited Georgia technical college and meet ABAC’s cut-off scores are also not required to test.
Placement Policy:

To attend a University System of Georgia college, Learning Support Students must meet these minimum requirements:

1. Meet these minimum scores:
   a. Reading 62
   b. English 32
   c. Mathematics 20

2. Receive a passing score in one of three areas listed above:
   a. Reading 74
   b. English 60
   c. Mathematics 37

Students who do not meet the minimum COMPASS scores cannot attend ABAC or any other state college.

COMPASS Score Placement:

<table>
<thead>
<tr>
<th>ASSIGNED LEARNING SUPPORT COURSES BASED ON COMPASS ENTRANCE SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPASS SCORE</td>
</tr>
<tr>
<td>Reading COMPASS 62-73</td>
</tr>
<tr>
<td>English COMPASS 32-59</td>
</tr>
<tr>
<td>Non-STEM Majors</td>
</tr>
<tr>
<td>Math COMPASS 20-29</td>
</tr>
<tr>
<td>Math COMPASS 30-36</td>
</tr>
<tr>
<td>STEM Majors</td>
</tr>
<tr>
<td>Math COMPASS 20-29</td>
</tr>
<tr>
<td>Math COMPASS 30-36</td>
</tr>
</tbody>
</table>

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 written approval of the president or designee.

• If students do not complete the requirements for Foundations-level English or mathematics in two attempts, they will be suspended for three semesters. Suspended students may be considered for readmission before the end of one academic year if they can provide evidence that they have taken measures to improve their skills. 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 successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed.

• A student is not able to COMPASS test out of their Learning Support requirement, once the class has started for the semester.

BOR Learning Support Policy

How to check Learning Support Scores:

DegreeWorks
1. Log into Banner
2. Click on Advisor Menu
3. Click on DegreeWorks
4. Type in students 918# or name, click submit
5. 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.
Section VI: DegreeWorks
Best for Students Starting Fall 2012 & Later

Getting into DegreeWorks

Faculty:
1. Log into Banner
2. Click on Advisor Menu
3. Click on DegreeWorks
4. Type in students 918# or name, click submit

Students:
1. Log into Banner
2. Click on Student Academic Records
3. Click on Academic Records
4. Click on DegreeWorks

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Student Summary
AA111907 as of 07/28/2013 at 07:13

ID: AA111907
Student: Testing, Testing, Testing
Student Email: tttesting@alumns.abac.edu
Degree: AS-Associate of Science
Overall GPA: 2.16
Academic Standing: Good
Catalog Term: Summer 2013
SAT Verbal: 500
ACT English: 85
COMPASS Writing: 85
Student Health Insurance Prog(SHIP):

Requirements
Credits: 34%
Completeness: Complete

Advisor: Urquhart, Amanda L
Advisor Email: aurquhart@abac.edu
Concentration: 
Term GPA(Latest): 200708: 1.30
FinAid Pkg Status: Application Received
Grad Status: 
SAT Math: 410
ACT Math: 
COMPASS Algebra: 50
Previous Degree:

Major: Undeclared
Institutional GPA: 2.16
FinAid Standing(SAP):
Matric Term: Fall Semester 2006

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Financial Aid Eligibility Status
Advisor Information

Term Student Started ABAC
Indicates the classes a student can take to satisfy the Area requirements

Shows each area of the CORE (A-E) and major requirements (Area F and Upper Division)

Shows other requirements that must be met for graduation and/or transferring

Required for students starting college in Fall of 2012 and beyond.
Section VII: Registration, Drop/Add, and Withdrawals

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 for Spring and Summer semesters right after Fall Break.
- Each Spring, Priority Registration opens for Fall semester after Spring Break.
- There are five different Priority Levels
  - Priority 1 – 4 are for currently enrolled ABAC students and the cutoff points are determined each semester by the Registrar’s office
  - Priority 5 is for readmit, transfer, and fast-track 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 classes

Drop/Add
Once a student registers during priority registration or orientation, they can add or drop classes in Banner from their schedule until the end of drop/add.

Fast Track to Registration
New students admitted with 12 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 assigned an advisor and given contact information for making an appointment.
Drop/Add Ends for:
  o Full Term Classes & Session A (Fall/Spring) .............. First week of class (i.e. Wed. – Wed.)
  o Session B classes (Fall/Spring) .................................. 1st Day of Class for term
  o Summer Extended Session ................................. 2nd Day of Semester
  o 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.

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 and have the Dean sign off on the form. The form is then brought to Academic Support (Carlton 107), so the student can be added to the class. (Note: Dean Admins may complete the form and add the student accordingly.)

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 wants 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 (Carlton 107)

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. A student withdrawing after the mid-term will receive a grade of “WF,” which negatively affects the GPA (equivalent of earning an F).

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/Administration signature is not required for full withdrawal

Before mid-term, a student will be withdrawn from all classes with a grade of ‘W.’ After mid-term, 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.
Section VIII: Graduation

Is your advisee ready to graduate?

1. A student must apply to graduate. The graduation application can be found at http://apps.abac.edu/registrar/Graduation/GraduationApplication.pdf.
2. The student should bring the completed Application and their Degree Evaluation (either from Banner Web or Degree Works) to their advisor for review.
3. Once the advisor has ensured that all requirements have been satisfied, they sign off on the Degree 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 system.

Helpful tips and troubleshooting:

- As of Fall 2014, there is no graduation fee assessed.
- Remember, DegreeWorks is only accurate for those using a Fall 2012 catalog and later
- Need to make an adjustment or move a class to a different area of the degree? Then be sure to do a CAPP Degree Adjustment: https://iweb.abac.edu/ses/registrar/forms/online/CAPPAdjustment/advisor.cfm (link only works on campus for faculty)
- Only completed and corrected (if required) graduation applications should be submitted to Academic Support.

<table>
<thead>
<tr>
<th>Graduating with Honors</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor-Bachelor</td>
<td>Overall GPA</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50 – 3.69</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70 – 3.89</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 – 4.0</td>
</tr>
</tbody>
</table>

Degree Evaluation Process:

1. Sign into Banner Web
2. Click on Advisor Menu
3. Click on DegreeWorks
4. Enter in Term and Student 918#
5. Review information and requirements
6. Submit any necessary adjustments
7. Print and attach to graduation application

For assistance contact:

Academic Support
asc@abac.edu
229.391.4995
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
2. Satisfied all Learning Support requirements (if applicable to student)
3. Satisfied the Georgia Constitution and History requirement
4. Satisfied BOR’s Core OVERLAY requirements (Students starting Fall 2012 or later)
5. 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 College or University 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/or 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:

  [http://www.abac.edu/academics/academicsupport/georgia-history-constitution](http://www.abac.edu/academics/academicsupport/georgia-history-constitution)

Global Overlay Requirements

- Required for all students who matriculated in Fall of 2012 and later
- What they are and how a student satisfies these overlays:
  - US Perspective Overlay........................................ POLS 1101
  - Global Perspective Overlay ................................. ARTS 2213, ENGL 2114, ENGL 2115, ENGL 2116, HUMN 2221, HUMN 2222, MUSC 1100, GEOG 1101, HIST 1111, HIST 1112, POLS 2401 or RELG 1100
  - Critical Thinking Overlay..................................... ENGL 1102

- **IMPORTANT**: Each institution determines the classes that can satisfy the overlay requirements; thus they may vary from one USG institution to another. A student who transfers and has satisfied the Overlay Requirements at a USG institution will have satisfied the requirement for the receiving USG institution.
Section IX: Probation and Suspension

Academic Probation
Students are required to maintain a 2.0 institutional GPA. Once grades have posted for the term, any student who falls below the 2.0 minimum requirement will be placed on Academic Probation. A student will remain on Academic Probation until the institutional GPA is at or above a 2.0. Students currently on Academic Probation who fail to make a 2.0 term GPA the subsequent semester will be placed on Academic Suspension.

Academic Suspension
ABAC recognizes two levels of suspension: Academic Suspension 1 and Academic Suspension 2. Students placed on academic probation for the first time who fail to earn at least a 2.0 term GPA the subsequent semester will be placed on Academic Suspension 1. Academic Suspension 1 lasts for one semester and is applicable to all University System of Georgia institutions.

Once students return from Academic Suspension 1, they are placed on Post-Suspension status. If the students earn a 2.0 term GPA, then they may continue until the institutional GPA is at or above a 2.0. If Post-Suspension students fail to earn a 2.0 term GPA and their institutional GPA is below a 2.0, then the students will be placed on Academic Suspension 2. Academic Suspension 2 last for one academic year (three semesters) and is applicable to all University System of Georgia Colleges and Universities.

Learning Support Suspension
If students do not complete the requirements for Foundations-level English or mathematics in two attempts, they will be suspended for three semesters. Suspended students may be considered for readmission before the end of one academic year if they can provide evidence that they have taken measures to improve their skills.
Section X: 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 and Quiz, which can be found here:
http://www.abac.edu/academics/ecore

Is there a cost difference?
Yes. An eCore class costs $169 per credit hour.

How do students get books for their online course?
First, a student should check here to see if they need to buy a book or if the class uses Open-Text: https://ecore.usg.edu/courses/textbooks.php. If they need to buy a book for the class they can do so through ABAC’s bookstore and use financial aid too: https://ecore.usg.edu/courses/textbooks/order/form_abac.php.

Resources
Links to all things eCore, such as how to Withdraw, Calendars, etc., can be found at http://www.abac.edu/academics/ecore/forms-and-resources.

Have questions? Contact:

Academic Support
229.391.4995
asc@abac.edu
Carlton 107 Suite
Section XI: 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.

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.

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Areas A-E must add up to 42 hours – Board 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, AAS, or ASN degrees

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All Bachelor degree programs are required to have a minimum of 39 hours at the 3000 and 4000 level

---

Are you documenting your session? Did you know that DegreeWorks has a NOTE tab where you can list the classes you suggested for the student? This information can be seen by the student; plus, it comes in handy if a student claims an advisor told him/her to take the wrong class. DOCUMENTATION is KEY!
Section XII: 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: [http://apps.abac.edu/registrar/Student_Resources/TransientPermission.pdf](http://apps.abac.edu/registrar/Student_Resources/TransientPermission.pdf)
   a. 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: [https://ssbprod.abac.edu/prod/zwsktrna.P_find_state](https://ssbprod.abac.edu/prod/zwsktrna.P_find_state)
3. Student signs the form
4. Advisor and their department head or dean approve the form by signing
5. Student then brings both pages of the form to Academic Support. Academic Support will:
   a. Approve or deny the request based on the criteria listed on the transient permission
   b. Send the request to the institution that the student plans to attend
   c. Mail a copy of the 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
   a. Failure to do so will delay financial aid eligibility and/or awarding of degree
Section XIII: Financial Aid Tips for Advisors

1. Remind the student that the FAFSA must be done every year. When the student and/or parents file taxes, they should also complete the FAFSA.

2. Am I eligible for financial aid?
   a. Students can easily check this on DegreeWorks (it’s right at the top):
   
   ![Degree Progress Table]

   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 a student:
  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.
### [ ] LEARNING SUPPORT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>MET</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0099 (compass English score ≤ 60)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 0097 (compass Algebra score ≤ 37)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 0099</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READ 0099 (compass Reading score ≤ 74)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### [ ] CPC Req. (must make a "C" or better)

<table>
<thead>
<tr>
<th>Science</th>
<th>MET</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ENGL 0099 or 60 or higher on the COMPASS</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Math: ENGL 0099 or 60 or higher</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Social Science: ENGL 1101 or PSYC 1101 or BIOL 1101</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Foreign Language: ENGL 1101 or PSYC 1101 or BIOL 1101</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### [ ] Area A: Essential Skills

**9 hours required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours req.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101 (Grade of &quot;C&quot; or better required)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 1102 (Grade of &quot;C&quot; or better required)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 1111, MATH 1112, MATH 1113 (4), or MATH 2153 (4)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*Students enrolled in a science major should consult the catalog for specific math requirements related to the major!*

### [ ] Area B: Institutional Options

**3-6 hours req.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours req.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1100</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOSC 1101 (1); CISW 2201 (3); AGRI 2209 (1); BUSA 1101 (1); HUMN 1101 (1); PHUR 1106 (2); PHUR 1108 (2); SCIE 1000 (1)</td>
<td>1-3</td>
<td></td>
</tr>
</tbody>
</table>

### [ ] Area C: Humanities/ Fine Arts

**6 hours req.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours req.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2114 or ENGL 2115 or ENGL 2116 (ENGL 1101 with a &quot;C&quot; or better is the prerequisite to these courses)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ARTS 2211, ARTS 2212, ARTS 2213, ENGL 2114, ENGL 2115, ENGL 2116, HUMN 2221, HUMN 2222, MUSC 1100, THEA 1100, or foreign language 1002 or higher (excluding 1110)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### [ ] Area D: Institutional Options

**11-12 hours req.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours req.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHSC 1011/L, PHSC 1012/L, BIOL 1107/L, BIOL 1108/L, or SCIE 1005/L</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHSC 1012/L, PHSC 1013/L, BIOL 1107/L, BIOL 1108/L, or SCIE 1005/L</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MATH 2000, CSCI 1100, SCIE 1005, SCIE 1006, SCIE 1007, MATH 1112, MATH 1113, MATH 2053, MATH 2104, PHSC 1011/L, PHSC 1012/L, BIOL 1107/L, BIOL 1108/L, SCIE 1005/L</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

### [ ] Area E: Social Science

**9-12 hours req.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours req.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2111 or HIST 2112</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POLS 1101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AECO 2258, ECON 2105, ECON 2106, GEOG 1101, GNDR 1101, HIST 1111, HIST 1112, HIST 2111, HIST 2112, HIST 2201, HIST 2232, POLS 2401, PSYC 1101, PSYC 2101, RELG 1100, SOCI 1101, or SOCI 1160</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### [ ] PHED Requirements

<table>
<thead>
<tr>
<th>Hours req.</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED 1100</td>
<td>2</td>
</tr>
<tr>
<td>Activity PHED or PHED 1175</td>
<td>1</td>
</tr>
<tr>
<td>Activity PHED</td>
<td>1</td>
</tr>
</tbody>
</table>

### Notes:

- Has the student completed the 4 hours of specified PHED courses?
- Has the student satisfied the GA & US History competency?
- Has the student satisfied the GA & US Constitution competency?
- Do the hours completed for Areas A-E equal AT LEAST 42 semester hours?
- Has the student satisfied the 4 hours of specified PHED courses?
- Where does the student plan to complete a four-year program?
- Has the student inquired about program requirements for the four-year program they plan to attend?

### [ ] Other Requirements

<table>
<thead>
<tr>
<th>Yes/ Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the student have AT LEAST a 2.0 institutional GPA?</td>
</tr>
<tr>
<td>Has the student earned at least 20 hours at ABAC toward the Associates degree?</td>
</tr>
</tbody>
</table>

---

**A grade of “C” or higher is required in any class that serves as a pre-requisite to another course in the student’s program of study.**
Academic Support

Contact us all at:

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229.391.4995
Carlton 107 Suite

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