

# Augusta Technical College



## NEW STUDENT ADVISING WORKBOOK

Provided by the ACADEMIC ADVISING CENTER

BUILDING 1300, Augusta Campus

P: 706-771-5708 E: [advisingcenter@augustatech.edu](mailto:advisingcenter@augustatech.edu)

Your guide to  
navigating your  
first term at  
Augusta Tech!

# Welcome to

## Augusta Technical College

Let us help you navigate your first term at Augusta Technical College and your path towards graduation. This workbook is a step-by-step guide to help you understand academic planning, resources, and processes at Augusta Technical College. Review the steps and fill-in.

### Step 1: Identify Your Educational Goal

Program of study:

---

Circle level of study seeking:

**Associate Degree**

**Diploma**

**Technical Certificate of Credit**

What is your career goal?

---



---

Are you expecting transfer credits from another school?

Check if received:



---




---




---

Credit for prior learning could be obtained with prior learning assessment.

### Step 2: Plan Your School Time

There are many factors in your life that could affect your success as a student, including your responsibilities to your family, your employer, and other activities. To improve your success, be sure to consider all of your responsibilities before creating your schedule. These tables will help determine time commitments.

#### Time Commitments for School

3 credit course	Hours needed
Hours per week in class	3
Additional hours per week for preparation	6 to 9
Total hours needed to successfully complete one 3 credit course	9 to 12 hours

Determine your course load:

**Full-time 12 or more credit hours**

**Part-time Less than 12 credit hours**

1 credit = approximately 1 hour in class each week  
 1 hour of class = 2 to 3 hours a week for preparation  
 (homework, studying, and writing papers)

## Time Commitments Outside School

If your weekly commitments are:	We recommend limiting enrollment to:
40 plus hours	1 to 5 credits = 1/4 time 6 to 8 credits = 1/2 time
20 to 39 hours	9 to 11 credits = 3/4 time
19 or less hours	12+ credits = Fulltime

Consider all of your time commitments outside of school, including your job, commute, household, family and other responsibilities. Refer to the table above for the amount of credit hours we recommend you start with and write notes below to assist in building course schedule ahead:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Step 3: Understand Course Types

### In-class:

Class session will be held in person during specified meeting days and time .

- M** - Monday
- T** - Tuesday
- W** - Wednesday
- R** - Thursday
- F** - Friday
- S** - Saturday

### Hybrid classes:

A blend of face-to-face classroom instruction with online instruction that results in less time in the classroom.

### Web-enhanced classes:

100% of the class contact hours are on campus, yet many of the course materials and assignments are available online.

### Online classes:

100% of the course instruction is online. Students come to campus for only 1-3 proctored events. All lessons are asynchronous, so students can do course work any time of the day. Work is due each week.

### Online with Lecture classes:

OWL classes are fully online classes with the student option of attending a portion of the hours on campus each week for lecture and/or extra help.

Check out more information about distance education @ [augustatech.edu](http://augustatech.edu).

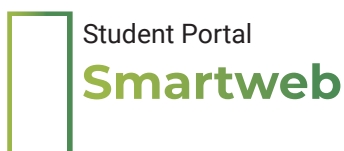
## Step 4: Account Setup

You have been assigned a username and a student identification number that starts with 900 when accepted to Augusta Technical College. This information can be found on your acceptance letter or an advisor can assist you obtaining your credentials for access to your student portal. You are expected to login and familiarize yourself with the student portal and all student tools prior to first day of class.

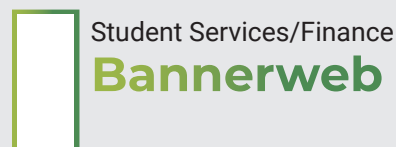
**Username:** \_\_\_\_\_ @smartweb.augustatech.edu

Initial password is same as your student ID number **900**\_\_\_\_\_

# augustatech.edu



The student portal is your online gateway to a variety of self-service tools.



Bannerweb is the student information system that you will use to manage your college business. For example, registering for classes, checking the status of your financial aid, grades, and etc. Access Bannerweb through your student portal.



Conduct college business, communicate with faculty and staff, receive information about courses and much more. Use issued student email address to setup account.



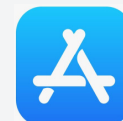
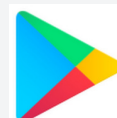
Blackboard is used for online, blended, and web-enhanced courses. Blackboard provides a convenient interface for uploading course content and modules, for collecting students' tests and assignments, for interacting with students using integrated communication tools, and grading students' work.

If you have trouble logging in, contact the Augusta Tech Helpdesk at 706.771.4864

**Download NOW!**



Download the MY AUGUSTA TECH app for 24/7 access to schedule, grades, and registering for classes.



## Step 5: Tools for Selecting Classes

### Needing to take classes online?

Complete BADGE TRAINING! Badge is a 3 hour training course required prior to registering for fully online classes. Learn more about BADGE. Go to [augustatech.edu](http://augustatech.edu) > Student Resources > Badge Training



### DegreeWorks

DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion. In an easy-to-read worksheet, program requirements and coursework completed are displayed to allow students to see what requirements still remain. Go to [augustatech.edu](http://augustatech.edu) > Student Resources > Degree Works

### Guided Pathways

Guided pathways provide a term-by-term outline of the suggested order in which courses should be taken from the first term to the last. This pathway is designed by the department heads for your program. You can use this tool to guide you in course selection. Go to [augustatech.edu](http://augustatech.edu) > Student Resources > Guided Pathways

**Academic Advisor** - New students are advised by an Academic Advisor. An Academic Advisor will assist in reviewing test score results, transfer credit evaluated by the Registrar's Office, develop a first semester schedule, and assist with registering the student for classes.

**Program Advisor** - Instructors who teach within the same field of interest as the student's program of study. Meet with your program advisor for curriculum guidance and graduation requirements.

Name of your Program Advisor: .....

Phone: .....

Email: .....

Office: .....

<https://www.augustatech.edu/student-resources/faculty-and-staff-directory.cms>

### Connect on campus...



Wireless internet is available on all campuses for you to use on your laptop, tablet and/or smart phone. Login using your student username and password.



## Step 6: Register for Courses

You can register for classes in person, or online with your Bannerweb account. Refer to course descriptions for pre-requisite requirements and registration dates and deadlines before registering for classes.

### Select your courses and build a schedule

Courses are organized by term, subject and course number.

Use the scheduler to draft your class schedule. Be sure to include:

- Course number: the letter prefix and number of a class. Example: ENGL 1101
- CRN (course reference number): the five-digit number for the specific class session
- Start and end times of the class meetings.

### Follow these steps to self-register for courses:

Login to Smartweb then Bannerweb

- Select **Student Services & Financial Aid**
- Select **Registration**
- Click **Add/Drop Class**
- Verify mailing address and phone number and click **Continue with registration**
- **Authorize Financial Aid** and click Continue with registration.

*Note: Eligible students may authorize their aid to pay tuition and all applicable fees; if you do not click to authorize, your aid will not process.*

- Select the appropriate **Term** (i.e. Spring 2020)
- Click **Advanced Search** to search for classes
- Click your **subject**, type in **course number** (optional), and select your desired **campus/location**
- Click **Section Search** to view list of courses
- Look for classes with available space, and to select the class(es) you want
- **Click the checkbox** beside the class(es) you want to register for
- Click **Register**
- **Repeat these steps for each course**

### How to View or Print Your Schedule

- Select **Student Services & Financial Aid**
- Click **Registration**
- Click **Print Schedule**
- Select the appropriate **Term**
- Click **Submit** to view your schedule
- Right click, and select **PRINT** option



## Step 7: New Student Orientation



# NEW STUDENT ORIENTATION

Reserve a spot for New Student Orientation (NSO) by registering online at <https://www.augustatech.edu/student-resources/new-stu-ori.cms>.

New student orientation will give you a great start at Augusta Technical College.

Join faculty and administrative staff at NSO to learn more about:

- What instructors expect from students
- Where to find help
- How to find your course materials and grades on Blackboard (electronic grade book)
- Details about your Federal Financial Aid award and Smartweb
- Have a personalized visit with a financial aid advisor to address emergency questions
- Browse through the many student clubs and organizations to join
- Find all your classrooms before the rush
- Take advantage of short lines to obtain your student ID, parking permit and books
- Learn where to park and other transportation options

### Student ID Card

#### Initial student ID is free:

- Student IDs will be made during the first three days of each semester
- Check your Smartweb account for specific location, date, and times
- Students must present a valid schedule for the current semester AND a valid State or Federal ID
- Existing IDs will be validated with a new semester sticker

### Parking Permit

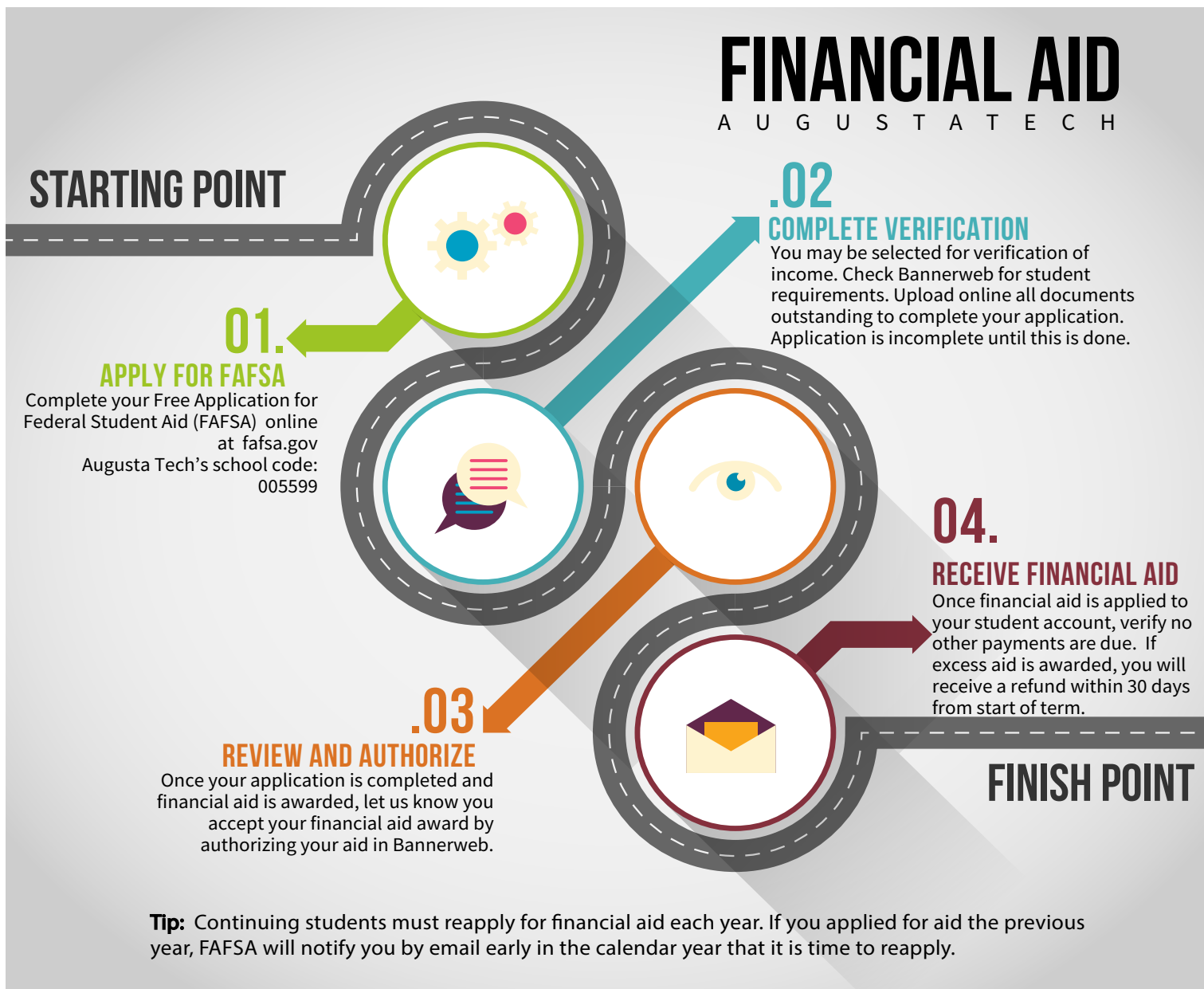
All currently enrolled students are required to display parking permits on their vehicles. The vehicle tag, number, make, model, and color will be required for registration. In order to get a parking permit, follow the steps below:

**Login to Smartweb > Bannerweb >  
Click Student Services and Financial  
Aid > Click BOSSCARS**

The **Augusta Tech Campus Store** is located in the Student Services (1300 Building) on the Augusta campus. A valuable resource for our students, faculty and staff members, it is also open to the public. New and used books are available for sale along with a great variety of other merchandise such as school supplies, apparel and other gift items.

## Step 8: Paying for College

Financial aid is available from both public and private sources. Aid can take the form of scholarships and grants, which do not require repayment, and private loans, which must be repaid. There are also work-study programs available that provide part-time employment while you are enrolled in school to help pay your education expenses. If a payment plan is needed, Nelnet is available for payment installments.



## Check your **Emails Often.**

The financial aid office will primarily communicate through your Smartweb email. Make sure to check yours often. Requests for additional, often time-sensitive information, as well as your award letter will be sent via email.



# KEY TO MAINTAINING **FINANCIAL AID**

**Satisfactory academic progress (SAP)** is a requirement for all students receiving federal, state, or college assistance while at Augusta Technical College. Financial aid recipients must meet both a qualitative and a quantitative standard to maintain eligibility for aid. In addition, the student must complete the program within the maximum timeframe.

 <p><b>EARN</b> AT LEAST 67% Of the credits you attempt. You don't earn credits when you fail, drop, withdraw or change to audit.</p>	01
 <p><b>ACHIEVE</b> AT LEAST A 2.0 GPA Be sure to earn a "C" grade or better in your courses to remain eligible for financial aid.</p>	02
 <p><b>COMPLETE</b> YOUR PROGRAM WITHIN 150% Of the credits needed to graduate. Student must complete within 150% of the credit hours required by the program in.</p>	03
 <p><b>MONITOR</b> GRADES EACH TERM It is your responsibility. Keeping track of your grades plays a great role in your ability to timely correct errors.</p>	04
 <p><b>ASK</b> ADVISORS FOR HELP If you plan to drop, withdraw, or are having difficulty in a class ask for help before you make a decision that could put you at risk.</p>	05



## Step 9: Student Resources

**Augusta Tech has many resources to assist you with all your questions or concerns. Get familiarized with these and all services at [augustatech.edu](http://augustatech.edu).**

### Military Service Center

We provide veterans, service members, spouses, and dependents with resources to further their education. There are a variety of GI Bills and other forms of tuition assistance available.

### Counseling Center

The counselors play a prominent role in individual evaluation, academic counseling, career counseling, disabilities counseling, and personal guidance.

### Career Center

Serves as a liaison between employers, faculty, students and graduates, to provide job search support and connect Augusta Tech students and graduates to opportunities.

### Testing Services

Dedicated to providing professional, secure testing services that promote equal opportunity for academic success, personal growth and career development.

### Student Records

The Office of Student Records is responsible for the maintenance of student educational records at Augusta Technical College.

### Campus Safety and Security

Campus security is provided by the Augusta Technical College Police Department. Augusta Campus (706) 771-4021

In an emergency call 911.

### Student Accounts Office

The Student Accounts Office helps with billing statements, questions regarding charges, payments, and any other questions related to your student account.

### Student Activities

- Get Involved
- Develop as a Leader
- Serve Others

Student activities is where it all begins.

**JOIN TODAY!**

For more information about available organizations, including program specific organizations, check out: **[augustatech.edu](http://augustatech.edu) > student resources > student clubs and activities**

## Step 10: Tips for Success

Stay on top of your grades by keeping track of your Grade Point Average every semester!

### Calculation of GPA

If A = 4, B = 3, and C = 2, here is an example for calculating GPA.

Class	Credits	Grade	Quality Points
Biology	3	A	3 X 4.0 = 12.0
Biology Lab	1	A	1 X 4.0 = 4.0
History	3	B	3 X 3.0 = 9.0
English	3	C	3 X 2.0 = 6.0
Arts	3	B	3 X 3.0 = 9.0

TOTAL CREDITS: 13

TOTAL QUALITY POINTS: 40

GRADE POINT AVERAGE  $40/13 = 3.07$  OR B

You can check your grades at the end of the semester in Smartweb.

### SUCCESS CENTER

If you find yourself needing a little extra help with your classes or want a great place to go study then go to the Success Center. Available at all campus locations.

Free services include:

- Tutoring and other academic support for Augusta Tech students
- Help with English, Reading, Math, COMP 1000, Chemistry, Physics, Engineering Technology, Biology, and any writing assignments
- Assistance in getting started with Blackboard for online and hybrid classes

On the Augusta Campus the Success Center is located in the ITC/Library building on the ground floor.

### LIBRARY

Resources available in the library extend beyond books. Access to computers, online films/TV, DVD, student study spaces, e-resources, magazines, e-books and of course the best part the support and assistance of a great library staff.

# Weekly Planner

	S	M	T	W	R	F	S
7:30 am							
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
11:30 am							
12:00 pm							
12:30 pm							
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							
4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							
6:00 pm							
6:30 pm							
7:00 pm							
7:30 pm							
8:00 pm							
8:30 pm							
9:00 pm							
9:30 pm							

Mark your class time, study time, and other obligations on a planner to ensure you are leaving enough time to get it all done!

# Explore the journey toward graduation!

**Use this guide to map out your path.**

Choose your classes term-by-term based on your major's guided pathway.

Plan joining student activities and set personal goals.

Major: .....

Clubs/Organizations: .....

Personal Goals: .....

CR = Credit hours per course

Term 1	CR

Term 4	CR

Term 2	CR

Term 5	CR

Term 3	CR

Term 6	CR

**Projected Graduation Date:** \_\_\_\_\_



## Common College Terms

**Academic Probation** - A student whose semester grade point average (GPA) falls below the minimum cumulative grade point average of 2.0.

**Academic Suspension** - If a student on academic probation fails to earn the minimum semester GPA for the credit hours earned at the next semester enrollment, she/he will be suspended from the college and will not be allowed to enroll for one full semester. During this period of suspension, students will be encouraged to remedy the causes of their lack of progress.

**Accelerated Learning** - is the opportunity to simultaneously enroll in both learning support and college level Math and English courses to reduce the completion time for students who are required to take learning support courses.

**Application/Acceptance/Admission** - The process by which a prospective student submits the required forms and credentials to his/her chosen institution.

**Associate in Applied Science (AAS)** - The Associate in Applied Science (AAS), or career degree, provides technical skills for entry-level employment in the workforce. Although the AAS is not considered a transfer degree, agreements may be in place with other institutions that allow smooth transfer of credits.

**"AU" Audit** - Indicates a student is registered to audit a course and attend classes without meeting all admission requirements for the course and without receiving credit. Students are not permitted to change from audit to credit after the drop/add period without meeting recommended admission requirements or from credit to audit after the drop/add period at the beginning of each term.

**Blackboard** - Blackboard is a web-based set of course tools designed to deliver online learning.

**Business Office** - The Business Office is responsible for all financial transactions of the college. Also known as Student Accounts Office. This office is located in Building 100 of Augusta Campus.

**Campus** - The land and buildings that the college uses for instruction or student services. Augusta Tech has campuses in Augusta, Thomson, and Waynesboro, and a center in Grovetown.

**Certificate** - An official document granted by the college indicating that a student has successfully completed specified courses and requirements for a program of study.

**Co-requisite Courses** - Courses that are taken during the same semester. Most co-requisites are recommended; however, some may be required.

**Counselor** - Counselors assist with career exploration, personal development, academic challenges and short-term personal counseling. They can also refer you to community agencies.

**Course Reference Numbers (CRN)** - A five-digit number used to identify each course section.

**Credit Hour** - A unit of measure that represents an hour of instruction that can be applied to the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award. To earn one credit hour, a student must attend a class for one classroom hour (usually 55 minutes) per week for the whole semester (usually 15 weeks).

**Current Student** - A student currently enrolled this semester at Augusta Technical College.

**Curriculum** - A curriculum is a program of courses approved for a particular degree or certificate that must be completed to earn a degree or certificate in a specific program.

**Dean's List** - The Dean's List is compiled each term. Students who attempt and earn 10 or more credit hours with a term grade point average of 3.5 or higher are placed the Dean's List. Learning support classes are not calculated in the GPA.

**Degree Audit/Program Evaluation** - Degree Audit compares a student's academic progress to the requirements of a desired academic program.

**Degree Requirements** - Requirements prescribed by an institution for completion of a program of study. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study.

**Degrees** - Degrees are rewards for the completion of a prescribed program of study. There are three basic types of degrees: associate - obtainable at a two-year community or junior college; baccalaureate or bachelor's - offered by four-year colleges and universities; and graduate - obtained after the bachelor's degree; i.e., master's or doctorate.

**Drop** - When you drop a course, there is no record on your transcript and there is no charge for the course. You can drop a course without penalty before the end of the add/drop period. An official drop does not appear on a transcript, does not count as an attempt on a class, and grants a 100% refund of tuition. The Enrollment Fee is only refundable prior to the start of the class.

**Electives** - In the program section, some programs list elective hours (general core, occupational specific and/or program electives). This number of elective hours is required for graduation from the program. Students may contact their program advisor for suggestions for appropriate course selections. Students on financial aid should have the course selections approved before registering. Students who have transfer credit that can be used for the elective hour requirement may not receive financial aid coverage for the cost of any additional elective courses.

**Faculty** - The faculty is composed of all persons who teach classes for the college.

**FAFSA (Free Application for Federal Student Aid)** - The federal application that must be completed to receive all federal aid and South Carolina Lottery. The forms may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Financial Aid Refunds** - Excess funds, the amount of your aid that is left after tuition, fees, books and supplies have been deducted, are refunded to students.

**Financial Need** - Cost of Attendance (COA) - Expected Family Contribution (EFC) = Financial need

**Full-Time Enrollment/Part-Time Enrollment** - A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term is 12 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester.

**Grade Point Average (GPA)** - A student's grade point average is the equivalent of his or her average for curriculum course work.

**Grant** - A monetary award given to a student to help pay college expenses. Grants are usually not repaid by the student.

**"I" Incomplete** - Indicates that a student has satisfactorily completed a substantial portion of the required coursework, but for non-academic reasons beyond the student's control, has not been able to complete the course. It is at the discretion of the instructor as to whether an "I" grade is issued. The student must contact the instructor as to whether an "I" grade is issued. The student must contact the instructor to develop plans for a timely completion of following term, the "I" will automatically become an "F". If a grade of "I" is received in a course that is a prerequisite and receive a final grade to be eligible to enroll in other courses.

**"IP" In Progress** - Indicates that a course continues beyond the end of the term.

**Major** - A major is a student's chosen field of study.

**Midterm Exams (Midterms)** - During the middle of each semester, instructors give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a mid-term and a final.

**New Student** - A student who has never been a student at Augusta Technical College before.

**Official Transcript** - An official college transcript is a document of coursework at an institution sent to another institution by the issuing institution. It must bear the college seal, current date and an appropriate signature. Transcripts received that do not meet these requirements are unofficial.

**Orientation** - Orientation is a valuable resource that provides a variety of information that will help you navigate through college policies and procedures. All new or returning students are required to participate in new student orientation prior to starting classes.

**Placement Testing** - Placement tests ensure that you get started in the right classes for your academic background and your program. Taking a class for which, you are not prepared could prevent you from successfully moving forward in your college career. If your test scores indicate that you need additional preparation before you enter classes that count toward your program, you may need to take one or more developmental courses.

**Prerequisite** - This is a condition or requirement that must be met before enrolling in a course. To satisfy a prerequisite, you must receive a "C" or better in the course to advance to the next class.

**Registrar** - The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, student eligibility for academic honors, administering probation and retention policies, and verification of the completion of degree requirements for graduation.

**Registration** - The registration period is the time when students can register for classes to be offered during the upcoming semester.

**Student ID Number** - Once accepted the admission office issues a student ID number (900 number). This number is used to access Banner Web, purchase books in the bookstore, and more. The number will also be used to look up your student record.

**Syllabus** - The syllabus includes college, division, and departmental information and explains expectations, policies and requirements for a particular course.

**TEAMS (TCSG Early Alert Management System)** - is a web-based intervention referral process set up to identify students who may be at-risk of failing or dropping out of their classes. Augusta Tech uses TEAMS to help students be academically successful.

**Transcript** - The transcript is a permanent academic record. It may show courses taken, grades received, academic status, and honors received. The college will not release the transcript of a student who owes any money to the college.

**"TR" Transfer of Credits** - Course grades less than "C" are not acceptable as transfer credit. Prior to spring semester 2012, courses accepted for transfer credit were assigned a grade of "TR" on the transcript. Transfer credits accepted beginning spring semester 2012 are assigned a grade of "TRA", "TRB", or "TRC". The third letter indicates the grade earned in the course.

**Transfer Student** - A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

**Tuition** - Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books or fees. Tuition charges vary on such factors as resident or out-of-state status.

**Undergraduate** - An undergraduate is a student who is pursuing a one-, two-, or four-year degree.

**Verification** - Verification is a process required by federal regulations, used to validate the accuracy of information and data reported on the FAFSA and/or for resolving conflicting information in a student's financial aid record.

**"W" Withdrawal** - Signifies the student withdrew from the course.



The information contained in this publication reflects an accurate picture of Augusta Technical College at the time of publication. However, conditions can and do change. The college reserves the right to make any necessary changes in the policies and procedures contained herein.

# Scheduler

If you need a gateway complement course for **ENGL** or **MATH**, schedule the right support course per program level (*circle the one you need*):

**Degree Level:** ENGL 00904, MATH 00904, or BOTH

**Diploma/Certificate Level:** ENGL 00903, MATH 00903, or BOTH

*Gateway complement course is scheduled along with corresponding ENGL or MATH.*

## Select your courses:

CRN	Course Name	Start Time	End Time	Days in the Week
				m t w r f s
				m t w r f s
				m t w r f s
				m t w r f s
				m t w r f s
				m t w r f s

## Make any adjustments to your schedule (ADD/DROP)

**First three days of the term:** You can register or drop courses with available seats via your Smartweb account until the end of the third day. Add/Drop assistance will be available in the Academic Advising Center or assigned area during this period.

My first day of class is on:

\_\_\_\_\_

Attendance is mandatory the first week!

My Orientation is on:

\_\_\_\_\_

### PAY TUITION AND FEES

Explore Payment Options

- \* Financial Aid and Scholarships
- \* Payment Plan
- \* Pay in Full

**My Current Balance is: \$** \_\_\_\_\_

Monitor your Smartweb for current balance and resolve unsatisfied student requirements before first day of school. Check Smartweb for notices.

.....  
Username

.....  
900#