ABAC

Advisor Handbook

2013 - 2014

Welcome to Abraham Baldwin Agricultural College!

Abraham Baldwin Agricultural College (ABAC) considers quality advising an important feature in ABAC's commitment to students' success in meeting educational goals. Advising is an integral part of who we are as faculty 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
229.391.4992

Sincerely,

Director of Academic Support

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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 Academic Advising Handbook

The ABAC advising handbook is a tool for advisors and students 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 files
- 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 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 Faculty Services
3. Click on Advisor Information
4. Click on Test Scores and Requirements

DegreeWorks Method (accurate for students starting Fall 2012 and later):

1. Sign into Banner Web
2. Click on Faculty Services
3. Click on Advisor Information
4. Click on DegreeWorks
5. Scroll down and look under Other Requirements

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

RHSC/CPC Deficiency	Prescribed Remediation*
English	Student must pass COMPASS placement tests in Reading and English or complete Learning Support Reading and English
Mathematics	Student must pass the COMPASS placement test in Math (Algebra portion) or complete the Learning Support Math sequence
Science	Student must complete one of the following courses and lab and **earn a grade of C**: BIOL 1107 & Lab, SCIE 1005 & LAB, PHYS 1011 & Lab, or PHYS 1012 & Lab
Social Science	Student must complete one of the following and **earn a grade of C**: SOCI 1101, PSYC 1101, HIST 2111, HIST 1112, or ECON 2105
Foreign Language	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 does not count as a foreign language.

*Classes used to satisfy a RHSC (CPC) deficiency CANNOT be used in the CORE.

Section III: CORE Curriculum

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*:

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

*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

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.

SAT	ACT	Additional High School Course	Placement
480	20		MATH 1111
590	26		MATH 1112
590	26	Trigonometry	MATH 1113
630	26	Trigonometry	MATH 2053

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 Verbal, 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.

How do students exempt COMPASS placement testing?

- Students who have completed the Required High School Curriculum, and have a SAT score of 480 or above in Math and Verbal or ACT scores of 20 or above in Math and English.
- Students who transfer in a college level course (i.e. ENGL 1101 or MATH 1111)
- Students who have taken the COMPASS test at another USG school and have scores that meet ABAC's cut-off scores.
- Students who have taken the ASSET or COMPASS at a COC accredited Georgia vocational College that meet the ABAC's cut-off scores. Please note that scores should appear on the transcript.

Placement Policy:

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

1. Place in no more than two of the three Learning Support Areas.
2. Meet these minimum scores:
   a. Reading   62
   b. English   32
   c. Mathematics   20

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

COMPASS Score Placement:

COMPASS Subject	Score	LS Placement	Score	Placement
Reading	62 – 73	READ 0099	74+	N/A
English	32 – 59	ENGL 0099	60+	ENGL 1101
Algebra	20 – 36	MATH 0097	37+	MATH 1001 or 1111

Learning Support Policies

Students **must be registered for all required Learning Support courses** before registering for any other courses. Students enrolled in a Learning Support course(s) may not drop the Learning Support course(s) unless also dropping all other course work. Academic Support monitors this requirement.

Learning Support students have a limited number of attempts to exit each area. Students have 3 attempts to exit the mathematics sequence (MATH 0097 &0099), 2 attempts for English (ENGL 0099) and 2 attempts at reading (READ 0099).

Students who do not exit an LS area (English, reading or mathematics) in the allowed attempts are suspended from all University System of Georgia institutions for one year.

Two failed attempts at Math 0097 will result in one year suspension.

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

Learning Support Class Limitations:

Students taking **READ 0099** are limited in class choices due to classes having READ 0099 prerequisites. Classes that do not have a READ 0099 prerequisite are as follows:

Orientation/Study Skills:
ABAC 1000
Agricultural Economics:
AECO 1150
AECO 2260
Agricultural Technology:
AENT 1113
AENT 2113
AENT 2220
Agriculture:
AGRI 2201
AGRI 2207
Ag Pest Management
AGRP 1125
Agronomy:
AGRY 2020
Arts:
ARTS 1010
ARTS 1020
ARTS 1030
ARTS 2030
ARTS 2216
ARTS 2217
ARTS 2240
ARTS 2241
ARTS 2242
Animal Husbandry:
ASLH 1125

Business Administration:
BUSA 1105
Computer Info System:
CISM 2201
Family & Consumer Sciences:
FACS 1100
FACS 1103
FACS 1120
FACS 1151
FACS 2206
FACS 2211
FACS 2212
FACS 2214
FACS 2220
FACS 2224
FACS 2225
Forestry & Wildlife:
FRSC 1190
FRSC 1192
Horticulture:
HORT 2201
HORT 2202
HORT 2207
HORT 2208
HORT 2215
HORT 2230
HORT 2231
HORT 2232
HORT 2233
HORT 2234

HORT 2236
HORT 2237
HORT 2238
HORT 2239
HORT 2240
HORT 2241
HORT 2270
HORT 2271
Music:
MUSC 1001
MUSC 1134
MUSC 1135
MUSC 1181
MUSC 1182
MUSC 2080
MUSC 2090
MUSC 2281
MUSC 2282
MUSC 2287
MUSC 2290
MUSC 2291
Physical Education:
PHED 1000 & all above
Nursing:
PNUR 1104
PNUR 1108
PNUR 1911
Science:
SCIE 1003

Students taking **ENGL 0099** are limited in class choices due to classes having ENGL 0099 prerequisites. Classes that do not have an ENGL 0099 prerequisite are as follows:

Orientation/Study Skills:
ABAC 1000

Agricultural Economics:
AECO 1150 & all above

Agricultural Engineering:
AENG 1109 & all above

Agricultural Technology:
AENT 1113 & all above

Agriculture:
AGRI 2201 & all above

Ag Pest Management
AGRP 1125 & all above

Agronomy:
AGRY 1110 & all above

Arts:
ARTS 1010
ARTS 1020
ARTS 1030
ARTS 2030
ARTS 2216
ARTS 2217
ARTS 2240
ARTS 2241
ARTS 2242

Animal Husbandry:
ASLH 1125
ASLH 2000
ASLH 2010
ASLH 2203

Business Administration:
BUSA 1105
BUSA 2106
BUSA 2155

Computer Info System:
CISM 2201

Criminal Justice:
CRJU 1100
CRJU 1110
CRJU 1125
CRJU 1150
CRJU 1170
CRJU 2155
CRJU 2200
CRJU 2210
CRJU 2215
CRJU 2220
CRJU 2230
CRJU 2235

Economics:
ECON 2105
ECON 2106

Family & Consumer Sciences:
FACS 1100 & all above

Forestry & Wildlife:
FRSC 1135
FRSC 1140
FRSC 1155
FRSC 1160
FRSC 1170
FRSC 1190
FRSC 1192

Gender Studies:
GNDR 1101

Horticulture:
HORT 2100 & all above

Integrated Science:
ISCI 2001

ISCI 2002

Math:
MATH 1101 & all above

Marketing:
MKTG 2175
MKTG 2177

MUSIC:
MUSC 1001
MUSC 1134
MUSC 1135
MUSC 1181
MUSC 1182
MUSC 2080
MUSC 2090
MUSC 2281
MUSC 2282
MUSC 2287
MUSC 2290
MUSC 2291

Physical Education:
PHED 1000 & all above

Physical Science:
PHSC 1011
PHSC 1012

Pre-Nursing:
PNUR 1104
PNUR 1108
PNUR 1911

Science:
SCIE 1003

Sociology:
SOCI 1160
SOCI 2293

How to check Learning Support Scores:

Banner Web (Old School)

1. Log into Banner: https://ssbprod.abac.edu/prod/twbkwbis.P_WWWLogin
2. Click on Faculty Services
3. Click on Advisor Menu
4. Click on Test Scores and Requirements and enter term if required
5. Enter students 918# or name, click submit
6. Click Submit on Transcript Level page
7. Scroll down and view scores:

Test Scores		
Test Description	**Test Score**	**Date Taken**
COMPASS Writing	85	MAY 03, 2007
COMPASS Writing	49	JUN 01, 2006
COMPASS Writing	42	MAY 17, 2006
SAT Critical Reading	400	SEP 24, 2010

DegreeWorks (New School)

1. Log into Banner
2. Click on Faculty Services
3. Click on Advisor Menu
4. Click on DegreeWorks
5. Type in students 918# or name, click submit
6. Scroll down and view requirement:

LEARNING SUPPORT REQUIREMENTS	
✅ Learning Support English Exempt	
✅ Learning Support Reading Exempt	
☐ Learning Support Math	Still Needed: **1** Class in **MATH** 0099* Grade >= C^

*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 Faculty Services
3. Click on Advisor Menu
4. Click on DegreeWorks
5. 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

Worksheets	Notes	GPA Calc

Worksheets

What If

Look Ahead

Format: Student View   View   Save as PDF   Process New   ☑ Include in-progress classes   ☑ Include preregistered classes   Class History

USG ABAC Production

Student Summary AA211907 as of 07/28/2013 at 07:13

ID	918xxxxxx		Class	Sophomore		Advisor	Urquhart, Amanda L
Student	Testing, Testing Testing		Level	Semester System Undergraduate		Advisor Email	aurquhart@abac.edu
Student Email	ttesting@stallions.abac.edu		Department	Division Undeclared		Concentration	
Degree	AS-Associate of Science		Major	Undeclared		Term GPA(Latest)	200708: 1.30
Overall GPA	2.16		Institutional GPA	2.16		FinAid Pkg Status	
Academic Standing	Good		FinAid Standing(SAP)			Grad Status	Application Received
Catalog Term	Summer 2013		Matric Term	Fall Semester 2006		SAT Math	430
SAT Verbal	500		ACT Reading			ACT Math	
ACT English			COMPASS Reading	84		COMPASS Algebra	50
COMPASS Writing	85		Athlete			Previous Degree	
Student Health Insurance Prog(SHIP)							

Degree Progress

| Requirements | 54% |
| Credits | 34% |

Student Summary AA211907 as of 07/28/2013 at 07:13

ID	918xxxxxx
Student	Testing, Testing Testing
Student Email	ttesting@stallions.abac.edu
Degree	AS-Associate of Science
Overall GPA	2.16
Academic Standing	Good
Catalog Term	Summer 2013
SAT Verbal	500
ACT English	
COMPASS Writing	85
Student Health Insurance Prog(SHIP)	

Advisor	Urquhart, Amanda L
Advisor Email	aurquhart@abac.edu
Concentration	**Advisor Information**
Term GPA(Latest)	200708: 1.30
FinAid Pkg Status	**Financial Aid Eligibility Status**
Grad Status	Application Received
SAT Math	430
ACT Math	
COMPASS Algebra	50
Previous Degree	

Major	Undeclared
Institutional GPA	2.16
FinAid Standing(SAP)	
Matric Term	Fall Semester 2006 **Term Student Started ABAC**

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CORE AREA B: Institutional Options, 2013			Credits Required: 3		Credits Applied: 6
✅ Human Communication or Public Speaking	COMM 1100	Human Communication	B	3	Spring 2007
✅ Optional: Additional Institutional course --	CISM 2201	Fund of Computer Applications	B	3	Fall 2006
AGRI 2209, BUSA 1101, CISM 2201, HUMN 1100, 1100H, PNUR 1106, 1108, SCIE 1000, or SOSC 1100					

⬜ CORE AREA C: Humanities/Fine Arts, CURR		Credits Required: 6	Credits Applied: 0

Unmet conditions for this set of requirements: 6 credits are required. You currently have 0, you still need 6 more credits.

⬜ Humanities Electives	Still Needed:	1 Class in **ENGL** 2114* or 2115* or 2115H* or 2116* or 2116H*
⬜ Fine Arts Electives	Still Needed:	1 Class in **ARTS** 2211 or 2212 or 2213 or **ENGL** 2114* or 2115* or 2115H* or 2116* or 2116H* or **HUMN** 2221 or 2222* or **MUSC** 1100 or **SPAN** 1002 or 2001* or 2002* or **THEA** 1100

⬜ CORE AREA D: Science, Math, Tech for Non-Sci, 2013		Credits Required: 11	Credits Applied: 0

Unmet conditions for this set of requirements: 11-12 credits are required. You currently have 0, you still need 11 more credits.

⬜ LAB SCIENCE COURSES   Still Needed: Choose from 2 of the following:

Indicates the classes a student can take to satisfy the Area requirements

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CORE AREA A: Essential Skills, 2013

Unmet conditions for this set of requirements: 9 credits are required. You currer

- ✅ Composition I
- ✅ Composition II
- ⬜ Math 1001 or higher

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

CORE AREA B: Institutional Options, 2013

- ✅ Human Communication or Public Speaking
- ✅ Optional: Additional Institutional course --
- AGRI 2209, BUSA 1101, CISM 2201, HUMN 1100, 1100H, PNUR 1106, 1108, SCIE 10

CORE AREA C: Humanities/Fine Arts, CURR

Unmet conditions for this set of requirements: 6 credits are required. You currer

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⬛ Other Degree Requirements, CURR	
✅ COLLEGE PREP (CPC) REQUIREMENTS	
✅ CPC-English	CPCE: Y
✅ CPC-Foreign Language	CPCF: Y
✅ CPC-Math	CPCM: Y
✅ CPC-Natural Science	CPCN: Y
✅ CPC-Social Science	CPCS: Y
✅ LEARNING SUPPORT REQUIREMENTS	
✅ Learning Support English Exempt	
✅ Learning Support Reading Exempt	
✅ Learning Support Math Exempt	
✅ HISTORY AND CONSTITUTION REQUIREMENTS	
✅ Legislative History - U.S.	LHSU: Y
✅ Legislative Constitution - U.S.	LCNU: Y
✅ Legislative History - Georgia	LHSG: Y
✅ Legislative Constitution - Georgia	LCNG: Y
⬜ BOARD OF REGENTS' CORE OVERLAY REQUIREMENTS	
⬜ Core Overlay - US Perspective	Still Needed: POLS 1101
⬜ Core Overlay - Global Perspective	Still Needed: ENGL 2114, 2115, 2116 (or Honors vers)
⬜ Core Overlay - Critical Thinking	Still Needed: ENGL 1102

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 semester, 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 up for Spring and Summer semesters right after Fall Break.
- Each Spring, Priority Registration opens up 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
- New students with a Learning Support (LS) Requirement are pre-registered for specific LS class(es).

> **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

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

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 withdrawal from a class once the drop/add period has ended. There are two types of withdrawals. The first type of withdrawal is for a student who wants to withdrawal from a class or classes, but still remains enrolled in at least one class. To withdrawal from a class:

- Student obtains a drop/add form (ironic) the instructor, schools 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 withdrawal 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 midterm, a student will be withdrawn from all classes with a grade of 'W'. After midterm, 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://www.abac.edu/wp-content/uploads/2012/11/GraduationApplicationForm6.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. The completed application and degree evaluation is delivered to Academic Support, where it is 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 who started college Fall 2012 or 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:

Degree Evaluation in Banner:
1. From Banner click on Faculty Services
2. Click on Advisor Information
3. Click on Degree Evaluation
4. Enter in Term and Student 918#
5. Click on Generate New Evaluation
6. Select Program Degree Major then click on Generate Request
7. View and Print both the Detailed Requirements and Additional Requirements

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.

Graduating with Honors

Honor-Bachelor	Honor – Associate	Overall GPA
Cum Laude	With Merit	3.50 – 3.69
Magna CumLaude	With Distinction	3.70 – 3.89
Summa Cum Laude	With Honors	3.90 – 4.0

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 in addition:

1. Have NO RHSC's (formerly CPC's) 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
5. Has a minimum institutional 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, 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:

<div align="center">

School of Liberal Arts
King Hall 1
229.391.4950

</div>

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, 2115, or 2116, GEOG 1101, HIST 1111, HIST 1112, HUMN 2221 or 2222, MUSC 1100, 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 each USG institution. A student who transfers and have satisfied the Overlay Requirements at an 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 and 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 the 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 requirements for learning support English, reading, and the first Mathematics course (Math 97) in two semesters, they will be suspended for one academic year (three semesters). This suspension is applicable to all University System of Georgia institutions.

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 cost $189 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 Withdrawal, Calendars, etc., can be found at http://www.abac.edu/academics/ecore/forms-and-resources.

Have questions? Contact:

<div align="center">

Academic Support

229.391.4995

asc@abac.edu

Carlton 107 Suite

</div>

Section XI: Important Policies

All students must complete English 1101, English 1102, and their Math Requirement (i.e. Math 1111) within **30 s**emester hours. Learning support classes do not count towards the 30 hours.

Learning Support Students must complete their requirement within 30 semester hours or they will be limited to the Learning Support Class.

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

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://www.abac.edu/wp-content/uploads/2012/11/TransientPermission6.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
3. Student signs the form
4. Advisor and their department head or dean approves the form by signing
5. Student then brings both pages of the form to Academic Support Center. 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	AS-Associate of Science	Major	Early Childhood Education (AS)	Concentration	
Overall GPA	2.08	Institutional GPA	2.08	Term GPA(Latest)	201308: 2.00
Academic Standing	Good	FinAid Standing(SAP)	201402: NOT ELIGIBLE FOR AID	FinAid Pkg Status	1314: Not Complete
Catalog Term	Fall Semester 2009	Matric Term	Fall Semester 2009	Grad Status	Sought
SAT Verbal				SAT Math	
ACT English		ACT Reading		ACT Math	
COMPASS Writing	95	COMPASS Reading	78	COMPASS Algebra	58
Student Health Insurance Prog(SHIP)		Athlete		Previous Degree	

Eligibility Status (arrow pointing to 201402: NOT ELIGIBLE FOR AID)

Tells if they completed FA requirements (arrow pointing to Sought)

Degree Progress

Requirements	97%

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 older 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.

Section XIV: Advising Guide Examples

<p style="text-align:center">Generic Advising Sheet</p>

Student Name: _____   918_____

Major: _____

[ ] LEARNING SUPPORT	MET	N/A	
ENGL 0099 (compass English score ≤60)			
MATH 0097 (compass Algebra ≤37)			
MATH0099			
READ 0099 (compass Reading score ≤ 74)			

[ ] CPC REQ. (must make a "C" or better)	Course options	MET	N/A
Science	PHSC1011/L or PHSC 1012/L or BIOL 1107/L		
Math	MATH 0099		
English	ENGL 0099 or 60 or higher on the COMPASS		
Social Science	HIST 1112 or SOCI 1101 or PSYC 1101 or ECON 2105		
Foreign Language	SPAN 1001 or other beginning college course in foreign language		

Catalog Term: _____

[ ] Area A: Essential Skills 9 hours required	Hours req.	Grade
ENGL 1101 (Grade of "C" or better required)	3	
ENGL 1102 (Grade of "C" or better required)	3	
MATH 1111, MATH 1112, MATH 1113 (4), or MATH 2053 (4) (Students enrolled in a science major should consult the catalog for specific math requirements related to the major!)	3	

[ ] Area B: Institutional Options 3-6 hours req.	Hours req.	Grade
COMM 1100 or COMM 1110	3	
SOSC 1100 (1), CISM 2201 (3), AGRI 2209 (1), BUSA 1101 (1), HUMN 1100 (1), PNUR 1106 (2), PNUR 1108 (2), SCIE 1000 (1)	1-3	

[ ] Area C: Humanities/ Fine Arts 6 hours req.	Hours req.	Grade
ENGL 2114 or ENGL 2115 or ENGL 2116 (ENGL 1102 with a "C" or better is the pre-requisite to these courses)	3	
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)	3	

[ ] Area D: Institutional Options 11-12 hours req. *Science majors must take a sequence + another 4 hour option (See catalog for details!)	Hours req.	Grade
PHSC 1011/L, PHSC 1012/L, BIOL 1107/L, BIOL 1108/L, or SCIE 1005/L *PHSC 1011/L is required for Early Childhood ** MATH 1111 with a "C" or higher is the pre-req for PHSC 1011/L	4	
PHSC 1011/L, PHSC 1012/L, BIOL 1107/L, BIOL 1108/L, or SCIE 1005/L	4	
MATH 2000, CSCI 1100, SCIE 1005, SCIE 1006, SCIE 1007, MATH 1112, MATH 1113, MATH 2053, MATH 2054, PHSC 1011/L, PHSC 1012/L, BIOL 1107/L, BIOL 1108/L, SCIE 1005/L	3-4	

[ ] Area E: Social Science 9-12 hours req.	Hours req.	Grade
HIST 2111 or HIST 2112	3	
POLS 1101	3	
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	3	
If the hours from Areas A-D equal less than 33, an additional course must be selected from the following list: 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	3	

[ ] Other Requirements	Yes/ Met
Does the student have AT LEAST a 2.0 institutional GPA?	
Has the student earned at least 20 hours at ABAC toward the Associates	

	Met/Yes
degree?	
Has the student satisfied 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?	
Do the hours completed in Area F equal AT LEAST 18 semester hours?	
Has the student completed 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?_____

Notes:

[ ] Area F: Major Area Coursework 18 hours required Consult the ABAC catalog for all major area requirements and record below	Hours req.	Grade

[ ] PHED Requirements	Hours req.	Grade
PHED 1100	2	
Activity PHED or PHED 1175	1	
Activity PHED	1	

Hours Earned:

Areas A + B + C + D + E= 42 hours
The sum of Areas B + D + E MUST BE at least 27 hours!

Area A _____
Area B _____
Area C _____
Area D _____
Area E _____ +

=_____

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

Name_____

ID Number_____

Area A: Essential Skills - 9 hours			
Required:	Cr	Grade	Term
ENGL 1101: Composition I	3		
ENGL 1102: Composition II	3		
Choose 1 of the following:			
MATH 1001: Quantitative Reasoning	3		
MATH 1111: College Algebra **(Recommended)**	3		
MATH 1112: Trigonometry	3		
MATH 1113: Pre-Calculus Mathematics	4		
MATH 2053: Calculus I	4		

Area B: Institutional Options - 3 to 6 hours			
Choose 1 of the COMM classes below:			
COMM 1100: Human Communication **OR**	3		
COMM 1110: Public Speaking	3		
Choose any 1 of the following or take additional hours in Area D and E:			
AGRI 2209: Agricultural Seminar	1		
BUSA 1101: Business Seminar **(Recommended)**	1		
CISM 2201: Fundamentals of Computer App	3		
HUMN 1100: Topics in the Humanities	1		
PNUR 1106: Perspectives in Women's Health	2		
PNUR 1108: Cultural Diversity in Health & Well	2		
SCIE 1000: Addressing Environmental Issues	1		
SOSC 1100: Values, Issues & Perspectives in SS	1		
(If 4 hours in B, then 12 hours in E (Recommended)			

Area C: Humanities/Fine Arts - 6 hours			
Choose 1 ENGL from the following AFTER ENGL 1102:			
ENGL 2114: World Literature I Beginnings to 15th Century	3		
ENGL 2115: World Literature II 15th to 18th Century	3		
ENGL 2116: World Literature III 19th Century to present	3		
Choose any 1 from the following (not taken above):			
ARTS 2211: Art History I	3		
ARTS 2212: Art History II	3		
ARTS 2213: Art Appreciation	3		
ENGL 2114: World Literature I Beginnings to 15th Century	3		
ENGL 2115: World Literature II 15th to 18th Century	3		
ENGL 2116: World Literature III 19th Century to present	3		
Foreign language (1002) or higher (excluding 1110)	3		
HUMN 2221: Western World Humanities I	3		
HUMN 2222: Western World Humanities II	3		
MUSC 1100: Music Appreciation	3		
THEA 1100: Theatre Appreciation	3		

Physical Education - 4 hours			
PHED 1100: Health & Wellness			
PHED Activity			
PHED Activity			

A - F 60 hours plus PHED 4 hours = 64 hours total

Dill Driscoll, Dean dill@abac.edu

Susan Driscoll, Dean sdriscoll@abac.edu

(229) 391-4830

Area D: Science, Mathematics & Technology - 11 to 12 hours			
Choose 2 of the following lab science courses	Cr	Grade	Term
BIOL 1107 & lab: Principles of Biology I	3/1		
BIOL 1108 & lab: Principles of Biology II	3/1		
PHSC 1011 & lab: Physical Science I (MATH 1001 or 1111 with C or higher pre req)	3/1		
PHSC 1012 & lab: Physical Science II (PHSC 1012 L and MATH 1001 or 1111 co reqs)	3/1		
SCIE 1005 & lab: Environmental Science	3/1		
Plus 1 course from the following or any course from the above list			
CSCI 1100: Introduction to Computing	3		
SCIE 1005 (w/o lab): Environmental Science	3		
SCIE 1006: Marine Science	3		
SCIE 1007: Introductory Geology	3		
MATH can be 1112 or higher except MATH 2008			
MATH 1112: Trigonometry (MATH 1111 with "C")	3		
MATH 1113: Pre-Calculus (MATH 1111 with "C")	4		
MATH 2000: Statistics (MATH 1001 or MATH 1111 w/ "C")	3		
MATH 2003: Applied Calculus (MATH 1111 with "C")	3		
MATH 2053: Calculus I (MATH 1112 or MATH 1113 w/ C)	4		

Area E: Social Science - 9 to 12 hours			
Required:			
HIST 2111: United States History I **OR**			
HIST 2112: United States History II	3		
POLS 1101: American Government	3		
Choose 2 from the following courses			
ECON 2105: Principles of Macroeconomics **(Recommended)**	3		
GEOG 1101: Introduction to Human Geography	3		
GNDR 1101: Introduction to Gender Studies	3		
HIST 1111: World History I	3		
HIST 1112: World History II	3		
HIST 2111: United States History I (if not used above)	3		
HIST 2112: United States History II (if not used above)	3		
HIST 2201: African-American History	3		
POLS 2401: Global Issues	3		
PSYC 1101: Introduction to General Psychology	3		
PSYC 2101: Intro to the Psychology of Adjustment	3		
PSYC 2103: Human Growth and Development	3		
RELG 1100: Introduction to World Religions	3		
SOCI 1101: Introduction to Sociology	3		
SOCI 1160: Introduction to Social Problems	3		
(Recommend 12 hours Area E, 4 hours in Area B)			

Area F: Major - Specific Courses - 18 hours			
Required Following 4 courses:			
ACCT 2101: Principles of Accounting I "C" or higher	3		
ACCT 2102: Principles of Accounting II	3		
ECON 2106: Principles of Microeconomics	3		
ECON 2105: Principles of Macroeconomics (if not taken in E)	3		
Choose 3 if ECON 2105 in Area E, Choose 2 if ECON 2105 in Area F			
BUSA 1105: Introduction to Business	3		
BUSA 2106: The Environment of Business	3		
CISM 2201: Fund of Computer Apps (option in Area B)	3		

Academic Support

Contact us all at:

asc@abac.edu

229.391.4995

Carlton 107 Suite

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ABAC

Academic Support Center

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