

## Dual Enrollment Check List Student Advisement & Registration

### ❑ Complete the Online New Student Orientation

To complete the orientation, go to [www.athenstech.edu](http://www.athenstech.edu), select “Current Students” from the top menu, and then select “New Student Orientation” from the Student Services area. Use your 910xxxxxx student ID number to take the assessment and record your completion. ***This orientation MUST be successfully completed prior to advising and registration. Once complete, you do not have to repeat every semester.***

### ❑ Complete the Online E-Learning Orientation

To complete the orientation, go to [www.athenstech.edu](http://www.athenstech.edu) select “Current Students” from the top menu, then select “E-Learning Orientation” from the Academic Services area. Use your 910xxxxxx student ID number to take the assessment and record your completion. ***This orientation MUST be successfully completed prior to advising and registration. Once complete, you do not have to repeat every semester. NOTE: Classes will not be available in Blackboard until the first day of each semester. Students taking online classes must sign in to each online class the first day of the semester.***

### ❑ Financial Aid: Dual Enrollment Funding Application

Go to [www.GAFutures.org](http://www.GAFutures.org) and complete the **NEW 2020-2021** Dual Enrollment funding application ***prior*** to registering for classes! You and your parent ***must*** complete your parts of the Dual Enrollment funding application before the fee deadline ***each year***. ***Your counselor must complete their portion of the application prior to the fee deadline each semester. Your counselor must also pre-approve ALL courses you plan to take on this application or you will not receive funding for any course not pre-approved and you will be responsible for payment for those course(s).*** NOTE: Students are NOT allowed to remain in classes without funding!

### ❑ Advisement and Registration

***Before*** meeting with your Athens Technical College Advisor, you must meet with your High School Counselor to determine courses required for HS graduation. ***It is imperative that you check your Athens Technical College Academic history each semester to make sure you are meeting the SAP, satisfactory academic progress, to remain eligible to enroll each term. The policy is found at this link: <http://www.athenstech.edu/studentAffairs/financialAid/policies.cfm>***

- ***Students MUST have successfully completed both the New Student & E-Learning Orientations as well as the GAFutures funding application, and will be required to show proof prior to advisement and registration.*** See detailed instructions above to complete orientations.
- Many high schools will hold a mandatory student and parent orientation for Dual Enrollment, so ask your high school counselor for more information.
- ***Do NOT miss high school for advisement or registration!*** Students will meet with an Athens Technical College advisor from Dual Enrollment to plan and register for classes each semester. If students are closer to a campus besides Athens, please email the staff at [dualenrollment@athenstech.edu](mailto:dualenrollment@athenstech.edu) to schedule an appointment.

### Dual Enrollment Advisors are located at the Athens Campus

Contact us at [dualenrollment@athenstech.edu](mailto:dualenrollment@athenstech.edu)

- Tracie McGhee [tmcghee@athenstech.edu](mailto:tmcghee@athenstech.edu) 706-355-5050
- Michele Petee [mpetee@athenstech.edu](mailto:mpetee@athenstech.edu) 706-355-5045

Website: [www.athenstech.edu/dualenrollment](http://www.athenstech.edu/dualenrollment)

**\*\*\*Registration is on a first come first serve basis, so register as soon as you get your acceptance letter per the enclosed instructions! Your dual enrollment advisor must register you while you are in high school.**

**Fall: Begins - June 9      Spring: Begins - October 6      Summer: Begins - February 18**

**NOTE:** Elbert, Green, & Walton campuses have onsite registration each semester, so check website [www.athenstech.edu](http://www.athenstech.edu) academic calendar for those dates. Don't miss your opportunity to get registered!

## □ Student Email

**Follow the detailed instructions and password retrieval on page 20 of the Online New Student Orientation** to set up your Athens Technical College student e-mail account *prior to the first day of class*. **NOTE:** The College will **ONLY** communicate with students via the Athens Technical College student email once classes begin. Passwords do expire every 30 days, so you must keep track so you do not get locked out of your email or other needed technology as it will not be an excuse for late work.

- **Blackboard E-Learning – information platform where your course(s) are located once classes begin on the first day of class!** **Follow the detailed instructions and password retrieval on page 5 of the Blackboard E-Learning Orientation** to set up your Athens Technical College Blackboard account prior to the classes beginning. The user name is the same as email ***without the @student.athenstech.edu part*** and ***password is the exact same as email***. Passwords do expire every 30 days, so you must keep track so you do not get locked out of your email or other needed technology as it will not be an excuse for late work. **NOTE: For online classes, you must login the first 24 hours of class to remain enrolled and know that there will be an on campus proctored event for the mid-term and/or final exam at the Athens Campus. Courses will not appear in Blackboard until the first day of class.**

## □ Banner Web

To access your Banner Web - Student Information Account, go to [www.athenstech.edu](http://www.athenstech.edu) select “Current Students” from the top menu, click on “Banner Web,” then click on “Enter Secure Area”. ***Enter the exact same user name and password as you used with Blackboard.*** To locate schedule, choose Student Services & Financial Aid, then Registration & Records, then Student Detail Schedule. ***You must review your schedule for accuracy.*** It also shows when classes begin, end and holidays. Bannerweb allows you to check and pay outstanding balances, change address and telephone, view and print grades, and print an unofficial transcript. Passwords do expire every 30 days, so you must keep track so you do not get locked out of your email or other needed technology. **NOTE: *YOU must print your schedule of classes from Banner Web and take a copy to your high school counselor so they can approve your Dual Enrollment funding.***

## □ Technology Help

To receive assistance with any technology help for Email, Blackboard/E-Learning, or Bannerweb, go to link: <http://www.athenstech.edu/infoTech/studentEmail/stechspt.cfm> to gain access.

## □ Student ID

**Students do NOT have to miss high school to get an ID.** After registration, report to the **Student Center** to have a student ID made. This ID serves several purposes, including use as a library card and providing discounts at area businesses. If you are taking classes taught at your high school, you may have a time scheduled as a school to come and get ID’s and pick up books, so check with your counselor before coming.

## □ Parking Decals

**Students do NOT have to miss high school to get a parking decal.** After registration, report to the **Student Affairs Reception or Admissions Area** in the H building to obtain a parking permit. This permit serves as the ID for parking at any of the Athens Technical College campus locations. It is important for you to have this permit displayed at all times while on an Athens Technical College campus.

## □ Books and Supplies

**Students do NOT have to miss high school to pick up books.** Textbooks are provided from the Athens Technical College library to all Dual Enrollment students at no charge. Students may pick up textbooks at the **Athens campus library**. You must return all textbooks to the library at the end of each semester so you are not charged, as this is a lending library resource for dual enrolled students only.

- **If you would like your books sent to a different campus library or would like to arrange for possible earlier pick-up, please email Sheba Grafton [sgrafton@athenstech.edu](mailto:sgrafton@athenstech.edu) to see if that is an option.** Check your syllabus and with your instructors for a list of required course supplies.

## □ Additional Points of Interest

Campus locations & maps are available online at [www.athenstech.edu](http://www.athenstech.edu) at the bottom of the home page.

- Academic Calendar – [www.athenstech.edu](http://www.athenstech.edu) link in top blue banner. Review calendar to see when classes begin and end and when the holidays are. You must follow the college and high school calendars as a dual enrolled student.
- Academic & Student Support Center – Free tutoring, Counseling, Disability Services, & Special Populations
- Bookstore – ATC swag, pens/pencils, snacks, and Scantrons
- Career Services – Job searching, resumes, and interviewing
- Library – Pick up and return Dual Enrolled textbooks, study environment with computers & learning resources