

☐ **Complete the Online New Student Orientation**

To complete the orientation, go to 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.

☐ **Complete the Online E-Learning Orientation**

To complete the orientation, go to 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. **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 during the first week of the semester.

☐ **Financial Aid: Dual Enrollment Funding Application**

Go to <https://www.gafutures.org/> and complete the Dual Enrollment funding application **prior** to registering for classes **each semester!** Your high school counselor **must** complete part 2 of your Dual Enrollment funding application before the fee deadline each semester. Funding from the application **MUST** be applied to your college account by the payment deadline and prior to students attending classes. **NOTE:** Students are **NOT** allowed to remain in classes without funding, so if the funding application is not completed, students will be removed from classes for non-payment.

☐ **Advisement and Registration**

Before meeting with your Athens Technical College Advisor, 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 **Online New Student & E-Learning Orientations** 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 to schedule an appointment.

Contact us at dualenrollment@athenstech.edu

Athens Campus:	Tracie McGhee tmcghee@athenstech.edu 706-355-5050
	Michele Petee mpetee@athenstech.edu 706-355-5045
	Ellie Bradshaw ebradshaw@athenstech.edu 706-355-5050
Elbert Campus:	Tina Bone tbone@athenstech.edu 706-213-2103
Greene Campus:	Tonya Coile tcoile@athenstech.edu 706-552-0924
Walton Campus:	Dominic Malcom dmalcom@athenstech.edu 706-552-0913

Website: www.athenstech.edu/dualenrollment

□ **Student ID**

Students do NOT have to miss high school to get an ID. After registration, report to the **Student Center** in the H building 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 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 through a lending library to all Dual Enrollment students at no charge. Students may pick up textbooks the first day of classes at the **campus library** where you will be taking classes. Be sure to return all textbooks to the library at the end of each semester.

- **If you would like your books sent to a different library or would like to arrange for possible earlier pick-up, please email Sheba Grafton sgrafton@athenstech.edu.** Check with instructors for a list of required course supplies.

□ **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.

□ **Blackboard E-Learning**

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. **NOTE:** Courses will not appear in Blackboard until the first day of class. The user name is the same as email **without** the @student.athenstech.edu part and password is the exact same as email.

□ **Banner Web**

To access your Banner Web - Student Information Account, go to www.athenstech.edu select "Current Students" from the top menu, click on "Banner Web" in the "Student Services" area, and then click on "Enter Secure Area". Enter the exact same user name and password as you used with Blackboard. Banner Web, allows students to view and print a detailed class schedule that shows when classes begin, end and holidays, check and pay outstanding balances, change address and telephone, view and print grades, and print an unofficial transcript. **NOTE: 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.

□ **Additional Points of Interest**

Athens Technical College has four (4) campus locations: Athens, Elbert, Greene, & Walton campuses. Campus maps are available online at www.athenstech.edu at the bottom of the home page under the "Campus Maps" heading. Additional points of interest:

- Academic Calendar - <http://athenstech.smartcatalogiq.com/2017-2018/Catalog/Academic-Calendar/2017-2018-Academic-Calendar> to see when classes meet and when the holidays are.
- 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
- Student Center – Student groups and organizations, food/drink vendors