

A photograph of a library setting. In the foreground, a young woman with dark hair in a bun, wearing a striped shirt, is sitting and looking at an open book. Next to her, a young man with dark hair and a beard, wearing a grey t-shirt, is also sitting and looking at the book. A bright pink backpack is visible behind the man. In the background, two other students are standing near bookshelves. One student is a blonde woman in a white sweater holding a folder, and the other is a woman with glasses in a maroon shirt holding books. The bookshelves are filled with books, and the scene is lit with warm, soft light.

B.E.A.R.

PROGRAM

It's How You Finish!



REGISTRAR'S OFFICE

ATHENS STATE UNIVERSITY

Coming Back – Made Easy!

Tips from the Registrar's Office

Where Do I Begin?


- Complete Readmission Form
- Review MyAthens Self Service
- Update Major, Catalog Year – *If Applicable*
- Review Degree Works
- Send Additional Transcripts – *If Applicable*
- Schedule Appointment with Student Success Coach





Complete Readmission Form

- Form found on Readmission for Students section of athens.edu:
<https://www.athens.edu/admissions/readmission-for-students/>

 **ATHENS STATE UNIVERSITY**

Re-Admission Form (Revised April 26, 2023)
Office of the Registrar/Student Records
300 N. Beaty Street, Athens, AL 35611
Fax: 256.233.8163, Phone: 256.233.8131
Email: registrar@athens.edu

This form is a fillable PDF. Please complete, sign/digitally sign, and submit to the Office of the Registrar via email, fax or in person. Complete this form if you are returning to Athens State University after an absence of two consecutive semesters (not including the Summer semester). Please Note: Students returning who have previously completed a degree or certificate program at Athens State and are returning to pursue a new degree/program OR were previously admitted and enrolled as a certificate or non-degree seeking and now wish to become degree-seeking must complete a New Student Application and meet admission requirements for the new degree goal/program.

Semester of Re-Admission: _____ Year: _____

Athens State University Student ID (if known): _____

Last 4 Digits of Social Security Number: _____ Date of Birth: _____

Current Last Name: _____
First Name: _____
Middle Name: _____

Former Name(s) When Previously Enrolled: _____

Cell Number: _____ Personal Email Address: _____

Current Address: _____
Street _____
City _____ State _____ Zip Code _____ County _____

Have you been an Alabama resident for the past 12 months: _____

Approximate Dates of Last Attendance at Athens State University: _____

Were you Degree Seeking, Non-Degree Seeking or Certificate Seeking when last attended? _____

Do you wish to pursue the same major and catalog year that you previously declared: _____

[If you chose 'no', please view the catalog to select your new major, etc.](#)

Major: _____
Minor: _____
Concentration: _____

List any colleges/universities attended since last attending Athens State University:
(official transcripts from each must be sent to admissions@athens.edu)

Were you on academic suspension/dismissal from any of these institutions?

Signature/Date (required): _____

- Complete fillable pdf form
- Print and Sign
- Send to Registrar's Office
 - Via email to registrar@athens.edu
 - Fax to (256)233-8163
 - Mail to Registrar's Office, Athens State University, 300 North Beaty Street, Athens, AL 35611

Once the form has been received and processed by the Registrar's Office, you will receive an email with details and important "next steps".



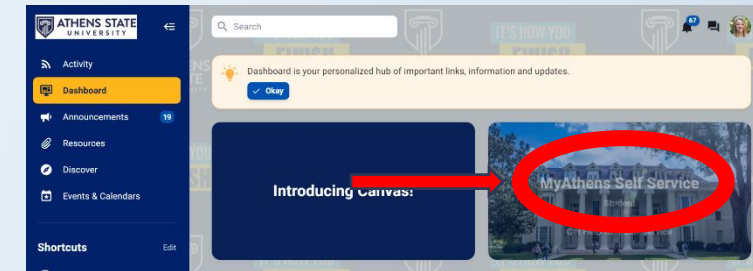
Review MyAthens Self Service

To access **MyAthens Self Service**, you must first go to the **Athens State University Portal**. You may do this from our website, www.athens.edu or by downloading the MyAthens app from a mobile device. Click on the MENU search (magnifying glass).



Once in the **Athens State University Portal**, click on the **“MyAthens Self Service”** widget

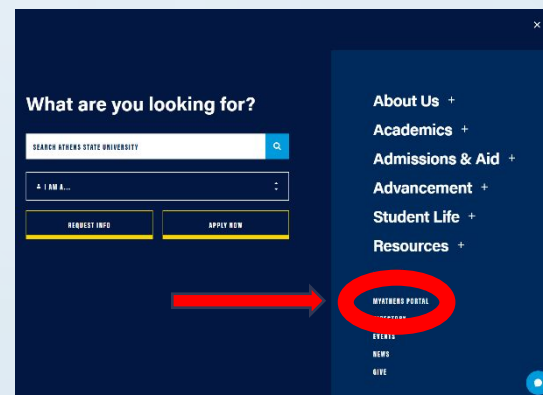
3



Click on **“Student”**. The next screen you should see is your **Student Profile Dashboard**. The student profile provides an overall view of your record at Athens State University. For a guide and videos of how to navigate your student profile dashboard, visit the [MyAthens Self Service Student](#) user guide.

4


Then select **MYATHENS PORTAL**, as demonstrated to the right.



Student • Student Profile

Student Profile - Sally Sample

Term: Fall 2023 Current term | Standing: Good Standing, as of Summer 2010 | Overall Hours: 172.566 | Overall GPA: 3.46 | Registration Notices: 4 | Holds: 1



Sally Sample

Bio Information

Email: [Redacted]
Phone: [Redacted]
Gender: Female
Date of Birth: 07/30
Ethnicity: Not Hispanic or Latino
Race: White
Citizen: U.S. Citizen
Citizenship: Sample, Sam
Emergency Contact: 256 1112222
Emergency Phone: [Redacted]

General Information

Level: Undergraduate
Class: Senior
Status: Readmission
Student Type: Readmit
Residency: In-State Resident
First Term Attended: Fall 2007
Last Term Attended: Summer 2010

Graduation Information

Graduation Applications: Active(1)
Awarded Degree: Bachelor of Science
Date: Summer 2010
08/28/2010

Advisors

Primary / Major Advisor: [Stacie Phillips Hughes](#)

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree: Bachelor of Science		
Level: Undergraduate		
Program: Bachelor of Science		
College: College of Business		
Major: Accounting (with Minor)		
Department: Not Provided		
Concentration: Human Resource Management		
Minor: Not Provided		
Concentration: Not Provided		
Admit Term: Fall 2023		
Catalog Term: Summer 2023		

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Management Information Systems	AC 302 0	10025	0	Withdrawal	Robert Edward Davis Jr
Fundamentals of Accounting I	AC 305 0	10073	3	Web Registration	Tracy Townsend Minor
Law for Accountants	AC 312 0	10083	3	Web Registration	Sally Sample
Managerial Accounting	AC 315 0	10778	3	Web Registration	Sheila H. Hammon

Total Hours | Registered Hours: 9 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19



Review Degree Works

Major in Management of Cybersecurity Operations

INCOMPLETE

Credits required: 47 Credits applied: 33 Catalog year: Fall 2022 GPA: 3.833

Unmet conditions for this set of requirements: 47 hours are required. You currently have 33, you still need 14 more hours.
A Business Knowledge Pre-test must be taken at Athens State in MG 320.

	Course	Title	Grade	Credits	Term	
✓	Pathways to Success (should be taken 1st term)	UNV 300BU	Pathways to Success - BU	A	3	Fall 2022
✓	Organizational/Business Comm. (take 1st term if not transfer course)	MG 320	Organizational Communication	A	3	Fall 2022
✓	Management Information Systems (should be taken 1st term)	MG 302	Management Information Systems			Fall 2022
✓	Principles of Mgmt & Leadership (take 1st term if not transfer course)	MG 346	Prin. of Mgmt. & Leadership	B	3	Fall 2022
ⓘ	Marketing Principles	MK 331	Marketing Principles	NA	(3)	Fall 2023
✓	Management of Cybersecurity	MCO 409	Management of Cybersecurity	A		Spring 2023
ⓘ	Financial Management	MG 350	Financial Management	NA	(3)	Spring 2023
ⓘ	Operations Management	MG 390	Operations Management	NA	(3)	Fall 2023
✓	Cybersecurity Admin & Operations Management	MCO 410	Cybersecurity Adm & Oper Mgmt	A		Spring 2023
○	Cybersecurity Strategic Management	Still needed:	3 Credits in MCO 411			
○	Cybersecurity Mgmt of Business Contingency & Resilience Planning	Still needed:	3 Credits in MCO 412			

- Degree Works serves as a plan of study to help guide you through your semesters at Athens State University.
- When reviewing your coursework, if you have courses from other colleges that do not appear in your plan, please have those official transcripts sent to admissions@athens.edu.
- As you complete coursework, a green checkmark will appear in the box next to the requirement.
- In-Progress coursework will be designated by a half-filled blue circle.
- Courses remaining to take are designated by an open red circle.

Contact your Student Success Coach
for assistance with
advising & registration!



REGISTRAR'S OFFICE

ATHENS STATE UNIVERSITY

Visit the Registrar page on [athens.edu](https://www.athens.edu/resources/student-services/registrar/) for important information:
<https://www.athens.edu/resources/student-services/registrar/>

- Directions for Online Registration
- Directions for Viewing Final Grades
- Name Change
- Change of Address or Contact Information
- Withdrawal
- Transcript Requests
- Graduation Applications
- Transfer Course Equivalency Guide



Important Links:

- Privacy of Student Records (FERPA)
- Graduation
- Undergraduate Catalogs
- Graduate Catalogs
- Class Schedules
- Important Dates




Student Forms Accessible Through Athens State University Portal

Link to Registrar's Office on the Portal:

<https://myathens.athens.edu/pages/registrars-student-forms>

All student forms may be accessed through the Portal and then submitted to registrar@Athens.edu.



REGISTRAR'S OFFICE ATHENS STATE UNIVERSITY

Student Forms


Welcome to the Registrar's Office, located in Sandridge Student Center, Suite G10 (First Floor).
Phone: (256)233-8131 | Email: registrar@athens.edu
Office Hours: Monday - Friday | 8:00 a.m. - 4:30 p.m.

The Office of the Registrar is responsible for maintaining accurate student academic records, while maintaining the privacy and security of those records. The student forms located on this page are to be utilized by students for any updates to student academic records.

If you have difficulty opening any pdf forms located on this page, you may need to click on "Open in Desktop App"

I'm Returning to Athens State University - Where Do I Begin?

Are you an inactive student returning to Athens State University after an absence of two or more consecutive semesters (excluding Summer)? If so, complete the Readmission Application and submit to registrar@athens.edu. If you have attended any other colleges/universities since last attending Athens State University, send official transcript to admissions@athens.edu.


 Readmission Form

How Do I Update My Contact Information or My Name?

Currently enrolled students wishing to update their contact information or address, may complete and submit the below form to registrar@athens.edu OR send a direct email to registrar@athens.edu that includes the following:


- Full Name

How Do I Request An Official Athens State Transcript?

 *Transcript Request Form









**Note: This Transcript Request Form may only be used for official in-house transcript requests. If an official ELECTRONIC transcript is desired, must submit official request through the [National Student Clearinghouse](#).*

I Would Like To Request Permission To Enroll At Another College As A Transient Student...

 **Transient Student Authorization

***Note: This form is to be utilized when a student is requesting to take a course(s) at another institution and have the grade transferred back to Athens State to include in degree requirements. Students requesting transient authorization must be in good academic standing at Athens State University.*

Other Popular Student Forms (Alphabetical Listing):

-  Academic Bankruptcy Request
-  Amend Education Records Request
-  Appeal of Academic Suspension Form (Undergraduate)
-  Appeal of Academic Suspension/Dismissal Form (Graduate)
-  Consent to Release Education Records
-  Course Forgiveness Request
-  Directed Study Request Form
-  Directory Information Opt-Out



REGISTRAR'S OFFICE

ATHENS STATE UNIVERSITY

Jowanda McNeil

STAFF/ ASSOCIATE REGISTRAR

256-233-8166

Jowanda.McNeil@athens.edu

Office of Enrollment and Student Services

Sandridge Student Center G10



Victoria Mould >

STAFF/ TRANSCRIPT
EVALUATOR/OPERATIONS ASSISTANT

256-233-8167

Victoria.Mould@athens.edu

Office of Enrollment and Student Services

Sandridge Student Center, G10



Tracy Raby

STAFF/ REGISTRAR

256-233-8175

Tracy.Raby@athens.edu

Office of Enrollment and Student Services

Sandridge Student Center G11



Maria Stewart

STAFF/ TRANSCRIPT EVALUATOR

256-233-8154

Maria.Stewart@athens.edu

Office of Enrollment and Student Services

Sandridge Student Center G10



Meet Our Staff



REGISTRAR'S OFFICE

ATHENS STATE UNIVERSITY

Office of the Registrar
Sandridge Student Center, G10-First Floor
Office Hours: Monday-Friday, 8:00 a.m.–4:30 p.m.
(p) 256-233-8131 (f) 256-233-8163
Email: registrar@athens.edu

*We are here to help you
take the next step!*



**ATHENS
STATE**
UNIVERSITY

Tracy Raby
Registrar

Athens State University
300 N. Beaty Street | Athens, AL 35611
Office: 256-233-8175
Tracy.Raby@athens.edu
[ATHENS.EDU](https://athens.edu)



Making a Plan that Works!

Student Success Center





STUDENT SUCCESS CENTER

ATHENS STATE UNIVERSITY

COLLABORATIVE ADVISING TEAM "CAT"

SUCCESS COACH

Expert at navigating and completing "college."

- Student's initial point of contact
- Can guide you through your academic journey
- Knows transfer credits, degree requirements, pathways to graduation, processes, policy, basic financial aid, ETC.
- Put you in contact with the right services



FACULTY ADVISOR

Expert in the field/area of study

- Been there...done that...now teaching it...and giving student advice and how-to's
- Professional and mentor in the discipline
- Knows different career trajectories
- Teaches many of your major classes



STUDENT



FINANCIAL AID

Expert in scholarships and federal aid

- Helps with student federal aid
- They can walk you through the Financial Aid process



COUNSELING SERVICES

Expert at talking it out

- Seek support in times of need

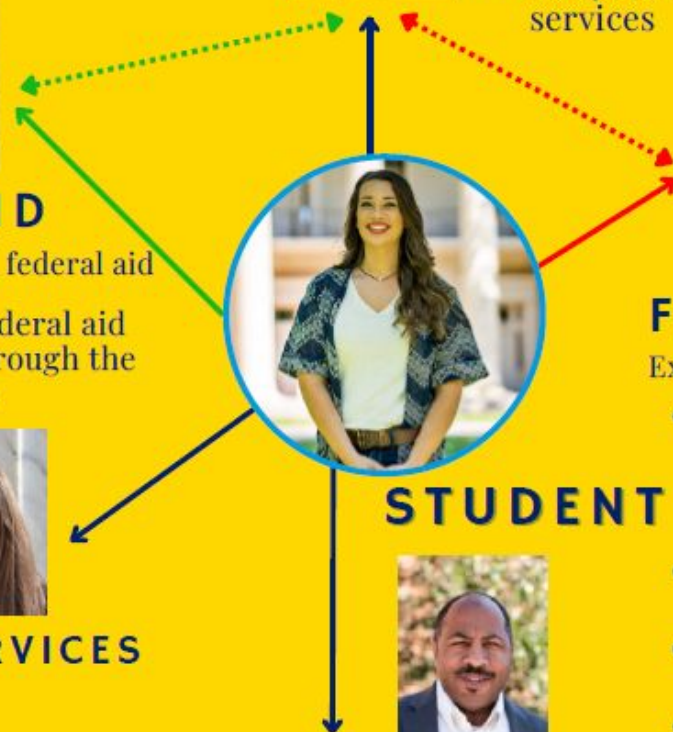
CAREER DEVELOPMENT

Expert at Career Preparations

- Planning for your Career

The Collaborative Advising Team, or CAT for short, is the student's support for their pathway to success. The Student, Success Coach, and Faculty work together in the CAT to navigate college.

The Success Coach and Faculty Mentor/Advisor also work with other support personnel to provide guidance and support to maximize professional development and the college experience.





Schedule an Appointment



Tricia Oleyte, Success Coach
Primary Focus: College of Education
Tricia.Oleyte@athens.edu
(256) 233-8173



Beth Jenkins, Success Coach
Primary Focus: College of Education
Beth.Jenkins@athens.edu
(256) 233-8159



DJ Doorenbos, Success Coach
Primary Focus: College of Business
DJ.Doorenbos@athens.edu
(256) 233-8132



Jasmine Crutcher, Success Coach
Primary Focus: College of Business
Jasmine.Crutcher@athens.edu
(256) 233-8151



Jenifer Mares, Success Coach
Primary Focus: College of Arts & Sciences
Jennifer.Mares@athens.edu
(256) 233-8277

Office Hours:

Mon. – Fri., from 8 a.m. to 4:30 p.m.
[Sandridge Student Center](#), 1st Floor



Affording Athens State

Financial Aid



Types of Aid:

- Grants: Pell, FSEOG, TEACH, Alabama Assistance, ANGEAP
- Work Study
- Student Loans : Direct Loan Subsidized, Direct Loan Unsubsidized
- Parent Loan: Direct Loan Parent PLUS
- Consortium Agreement
- Financial Aid email finaid@Athens.edu for questions about your aid.

If you begin attending Athens in Summer 2024

- Add our school code 001008 to the **2023-2024 FAFSA**
- Cancel any pending aid for summer 2024 at your other institution
- Update your 2023-24 FAFSA to reflect correct Year in College (ex. Junior = 60 or more transfer credits. Sophomore = 30-59 credits.

If you begin attending Athens in Fall 2024

- Complete the **2024-2025 FAFSA**
- Add our school code 001008 so we can receive it. Once you are accepted, we will notify you at your Athens Student email account.



What is BEAR

Navigating the Path back to Class



Support and Scholarships

Response to Gov. Ivey's Re-engage
Alabama Initiative

Clearing the obstacles for returning
students.

Scholarships to make it possible!

Continuous advising and support



Our Impact on Campus

33 Students have been offered assistance to complete their degree

6 have graduated from Athens State University

17 current B.E.A.R. Scholars

2 will graduate Summer 23

4 will graduate Fall 23 (minimum)



How to Apply for the Scholarship!

- Complete Readmission Form! – including the essay!
- Go online to BEAR Program and Scholarship, and hit “Apply Now”
- Update your FAFSA!
- Priority Deadline: July 15th!
- First round of scholarships will be announced: June 10th
- [BEAR Program Scholarship Application - Athens State University](#)



4 THINGS TO INCLUDE IN YOUR BEAR SCHOLARSHIP ESSAY



What caused you to leave school?



Why are you returning to school?



What are your career goals?



How can the BEAR scholarship help you?

Scan to begin your
application today!!





BEAR Scholar Highlight

People who can help!

- Registrar: registrar@Athens.edu
- Student Success: studentsuccess@Athens.edu
- Student Activities: Contact Amy Garrison, Director of Student Engagement, amy.garrison@Athens.edu 256-233-8128
- Financial Aid: FinancialAid@Athens.edu
- Admissions: admissions@Athens.edu
- BEAR Program: Katelyn Hayes, Admissions Advisor/Recruiter
- 256.233.8171 OR Katelyn.hayes@Athens.edu



EARLY BIRD B.E.A.R. SCHOLARSHIP DECISIONS

Apply for our readmission scholarship by May 29th to hear an early scholarship decision by June 10th.

Regular Deadline: July 15th

Scan to begin your application today!!

