

Orientation Guide



Helpful and Important
Information for New,
Current and Returning
Undergraduate Students



STUDENT SUCCESS CENTER
ATHENS STATE UNIVERSITY



Important User Notice:

*****As a first action, new students must set up their university accounts, [follow these instructions for setup](#).**

For embedded links in this guide to work properly, it is highly suggested you open this document as a PDF.

How to Open as a PDF

At the top right corner of your web browser (Internet Explorer, Chrome, and Firefox) there should be an option to either “download” or “open” as a PDF, select this option to open the file as a document rather than in a web view.



Table of Contents

Student Success Center

- [Introduction](#)
- [Utilizing the Center](#)
- [Collaborative Advising Team “CAT”](#)
- [Common Topics Discussed Unique to Each Student](#)

Logins

- [myAthensPortal](#)
- [Navigate Student App](#)
- [Banner Self-Service](#)
- [Athens State Email](#)
- [Blackboard: Course Materials & Online Courses](#)

Preparing for Classes

- [Official Academic Transcript](#)
- [Bachelor's Degree Planning with Degree Works](#)
- [What Core Classes Do I Need for My Degree](#)
- [Know Your Credits](#)
- [Course Delivery Methods: How to Read in Degree Works](#)
- [How to Change Your Major or Add/Drop/Change a Minor](#)
- [Registering for Coursework](#)
- [Course Books and Other Required Materials](#)
- [View Your Detailed Schedule](#)
- [Assigned Faculty Advisor](#)

Dates, Offices & Resources

- [Important Semester Dates](#)
- [Office of Financial Aid](#)
- [Tuition and Fees Payment Methods](#)
- [Career Development Center](#)
- [Accessibility Services](#)
- [Veterans Affairs Office](#)
- [Counseling Services](#)
- [Clubs and Organizations](#)
- [Technology Help Desk](#)
- [Using Campus Resources to Aid in Success](#)
- [College Websites](#)

Important Info. for Teaching Degrees Leading to Class B Certification

- [Teacher Degrees: Specific Information for Students Seeking Class B Teaching Degrees](#)

Directory

- [Go to the Directory](#)

Student Success Center

Starting at a new university can bring unique challenges for a student. The Student Success Center is a central campus location for student advising. New students should make an appointment to meet with a success coach prior to their first semester.

Success coaches are great at troubleshooting your unique situation to get you pointed on a pathway to success.

Any of the Center's representatives are prepared to help students. The advisor associated with your primary college will be best prepared to answer more specific degree-related questions.

You should plan to attend a [New Student Session](#) first, then make your one-on-one appointment with a success coach.

[Download the student Navigate App](#)

Office Hours

Mon. – Fri., from 8 a.m. to 4:30 p.m.

[Sandridge Student Center](#), 1st Floor

[Web page](#)

[Join a new student information session](#)

Success Coaches

[Trish Brown](#)

Arts and Sci. Majors

256-233-8277

[Click Here to make an appointment](#)



[D.J. Doorenbos](#),

Business Majors

256-233-8132

[Click Here to make an appointment](#)



[Jasmine Crutcher](#)

Business Majors

256-233-8151

[Click Here to make an appointment](#)



[Beth Jenkins](#)

Education Majors and Secondary ED

256-233-8159

[Click Here to make an appointment](#)



[Tricia Oleyte](#)

Education Majors and Secondary ED

256-233-8173

[Click Here to make an appointment](#)





Utilizing the Center

As an upper-division institution, every undergraduate student attending Athens State brings with them transfer credit and will have unique pathways to consider. New students should [make an advising appointment](#) to meet with a success coach prior to their first semester. **All students (new, current, and returning) need to:**

1) Understand their starting point:

- Every student has a different starting point based on their [applicable transfer courses](#) for the major of choice.

**2) Understand all general education requirements for the chosen bachelor's:
What requirements are met and what are outstanding/ still needed:**

- It is important to understand where transfer credits fill specific requirements for the selected bachelor's degree.
- Depending on the major, this can drive coursework selection for the first semester(s).

3) Understand how to use your customized Degree Works advising tool for course navigating and planning.

- This tool shows core course requirements and indicates where transfer credits are applied.
- It is important not only to know how to use this tool but also to understand how to read the information.

4) Understand the "How-tos:"

- How to register for classes
- How to plan future semesters
- How to build a framework for critical steps: Items to consider for your major at Athens State.





Collaborative Advising Team “CAT”

The Collaborative Advising Team, or CAT for short, is the student’s support for their pathway to success. In the CAT, students and success coaches work together to navigate college.

The student, success coach and faculty mentor/advisor work together with other support personnel to provide guidance and support to maximize professional development and the college experience.



Success Coach

Expert at being at and completing “college”

- Student’s initial point of contact
- Can help to figure anything out
- Knows credit transfer, degree offerings, requirements, pathways to graduation, process, policy, basic financial aid, helps think out items to consider, ETC.



Faculty Mentor/Advisor (Based on major)

Expert in the field/area of study

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



Financial Aid

Expert in student financial aid

- Helps with student federal aid.
- Start with your success coach, they can handle many common financial aid questions



Counseling Services

Expert at talking it out

- Seek support at times of need



Career Development

Expert at career preparations

- Planning for your career

Common Advising Topics Discussed at the Center Unique to Each Student

Student coaching/advising includes the following list below but may not be limited to only these:

- ✓ General student advising
- ✓ Considerations that will be unique to your situation
- ✓ How previous credits transfer to meet general education requirements.
- ✓ The overall plan of required core coursework and credit hours, referred to as a “plan of study.”
- ✓ Options/ policy to complete any gaps in general education requirements for the major.
- ✓ How to register for classes
- ✓ How the [Curriculum Adjustment process](#) works for transfer classes that may be applicable to the general education or major requirements that transferred as “general electives” rather than a specific degree requirement.
- ✓ Navigating and using Degree Works to select class options and review requirements for registration
- ✓ Tactics to improve your GPA, if needed
- ✓ Understanding and navigating university policy
- ✓ Selection of different degree options and how previous credits will be applied (“What If” in Degree Works).





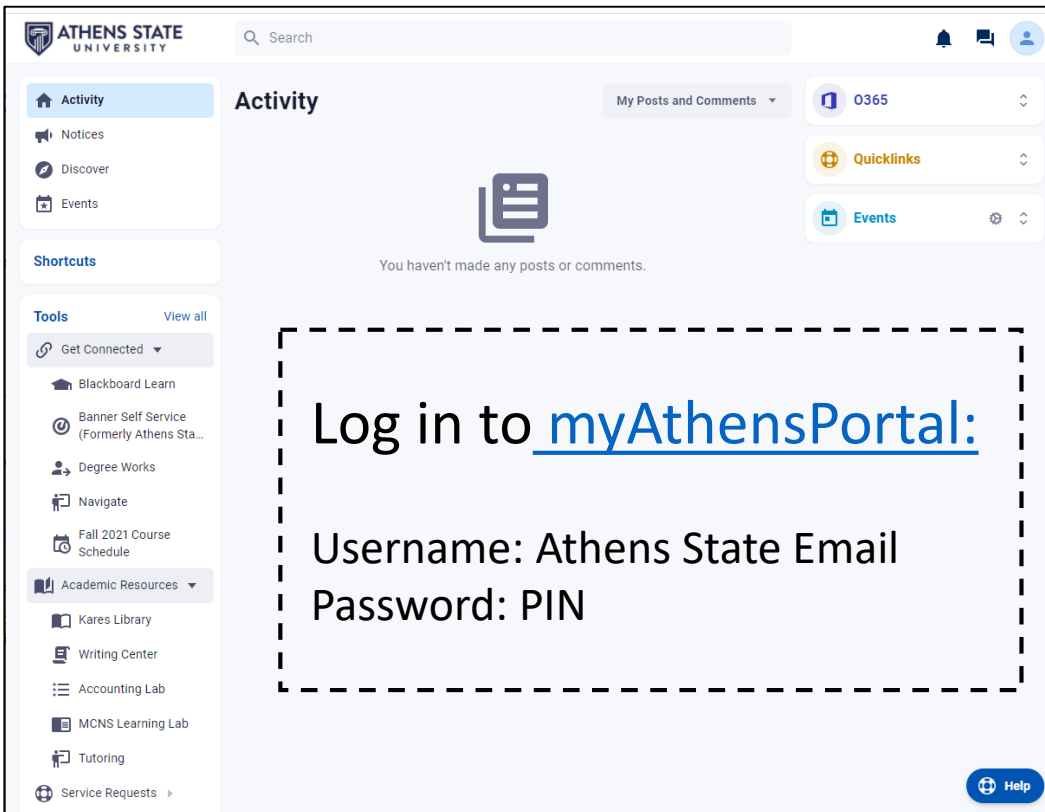
Logins

There are specific logins required to access systems and tools. Keep these handy at all times.

**You can access nearly everything you need from the Athens State home page at www.athens.edu.
Scroll to the bottom of the page to find helpful links.**

myAthens Portal

The [myAthensPortal](#) is your starting point whenever you need to access any of the resources and tools needed as a student here at Athens State University.



Log in to [myAthensPortal](#):
Username: Athens State Email
Password: PIN

Tools:

- Blackboard Learn
- Banner Self- Service
- Degree Works
- Navigate
- Course Schedule
- Student Email

Academic Recourses:

- Kares Library
- Writing Center
- Accounting Lab
- MCNS Learning Lab
- Tutoring

Student Services:

- Accessibility Services
- Adult Degree Program
- Career Development Center
- Counseling Services
- Financial Aid
- Student Records/ Registrar
- Student Success Center
- Veterans Affairs

Navigate Student App



As a college student on your pathway to success, [the Navigate Student app](#) will guide you from your first semester until graduation. The app allows you to stay informed and connected with personalized information and easy access to schedule appointments.

Download the Student App

1. Visit the Apple Store or Google Play to download the App
2. Search “Navigate Student” to install the app
3. Once installed, search “Athens State University”
4. Use Athens State student email and PIN to log in

[AVAILABLE ON THE APP STORE](#)

[AVAILABLE ON GOOGLE PLAY](#)

Log Ins

The log-ins: Username: Student’s Athens State-issued email address Password: Your password this your PIN

No App? No Worries!

Don’t have a smartphone? You can access Navigate Student on Google Chrome or Firefox on a desktop at [Navigate Student Login](#)

Banner Self-Service

Found in your [myAthensPortal](#), Banner Self-Service is the tool where you go to manage many aspects of your student affairs while attending including:

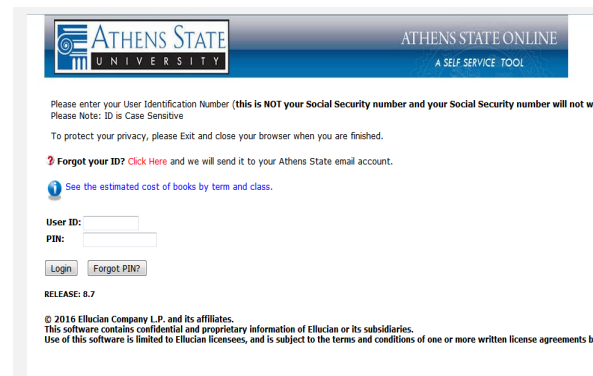
- Paying tuition and fees
- *Paying tuition and fees
- *Signing up for the Tuition Payment Plan
- Reviewing and accepting financial aid
- *Registering for classes
- *Adding or dropping a course during the normal registration period and during Add/Drop Week
- *Withdrawing from a course after Add/Drop Week
- Obtaining [your detailed course schedule](#) after registration
- [Degree Works](#) advising tool
- Other resources

*Be sure to know the [specific dates and deadlines](#) for the current term.

As a New Student: Finding Your User/Student ID and PIN for Log-Ins

Your user ID is your student ID number. Your student ID and temporary PIN can be found in your acceptance letter found in your BearTracks portal (from the Office of Admissions). The ID starts with “001” or “000”

Please keep these items handy. The [Help Desk](#) can help you with re-access to these items if necessary.



The link for Athens State Online is easily found at the bottom of the [university's home page](#).

Athens State Email

All official university email communication is through your Athens State-issued email. **It is critical to check this email often and to use it for all your student-related email communication.**

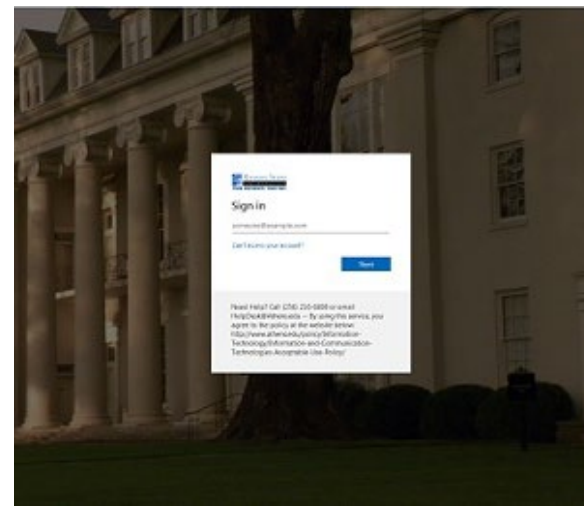
Examples of emails:

- Office of Financial Aid details about your award
- Notifications from your professors
- Important notices from the university

[Email Access For Students](#)

[Setup Your Athens State Email on Your Smartphone](#)

[General Email Details](#)



Where to Find Your Email

- How-to access was included in your acceptance email from the Office of Admissions.
- It also can be found within your [myAthlens Portal](#) account: Select “Banner Self-Service; “Personal Information” and then “View Email Address(es).”

Blackboard: Course Materials and Online Courses

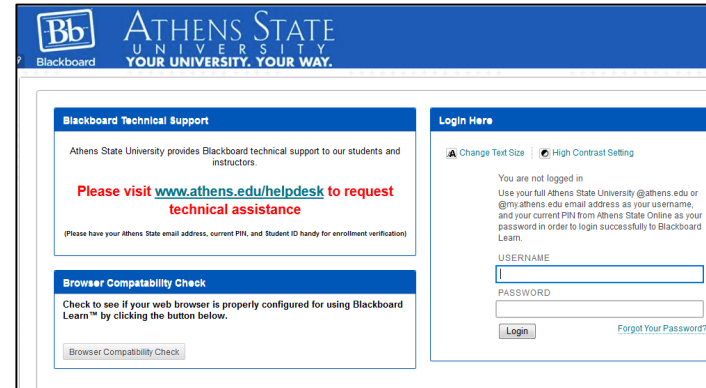
Blackboard is a learning management system used by faculty to deliver course materials to students for [in-person](#), [distance learning and blended/hybrid classes](#).

Accessing Blackboard

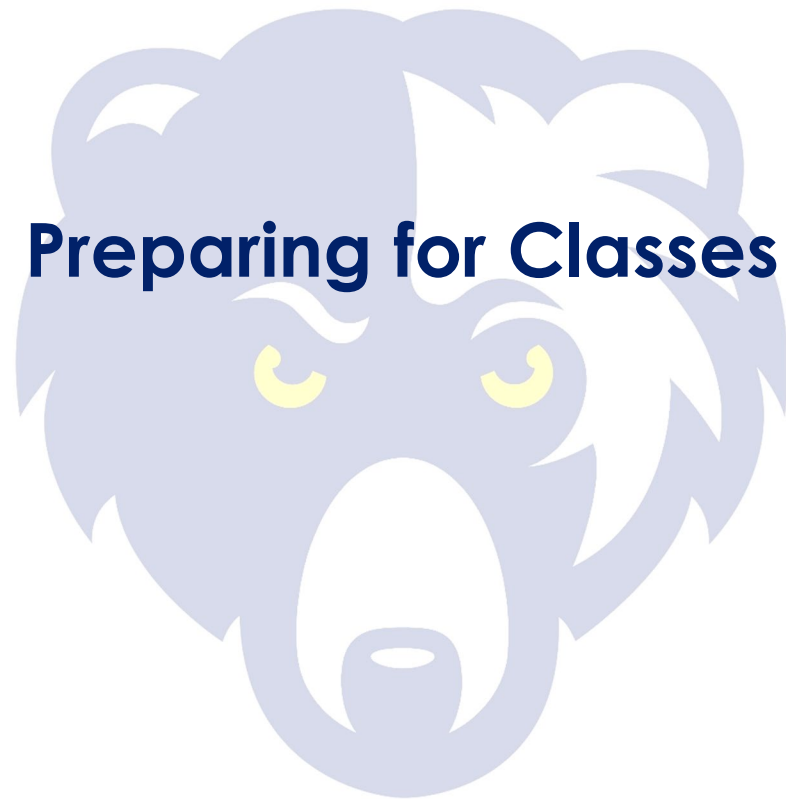
- [Log in to Blackboard](#)
- Username: Use your full [Athens State email](#)
- Password: Click “Forget Your Password” to establish or reset your password
- [Video overview](#)
- Please contact the [Help Desk](#) for any Blackboard-related issues.

Tips

- Blackboard course content will be accessible to students after 8 a.m. on the first day of each term as published in the class schedule on a per-course basis (weekend & half-term courses occasionally have different start dates than full-term courses, so please consult your [detailed course schedule](#).)
- If you are concerned because you do not see your term’s course(s) in Blackboard, please confirm your term registration by [viewing your detailed course schedule](#).



The screenshot shows the Blackboard login interface for Athens State University. At the top, there is a blue header with the Blackboard logo and the university's name and slogan. Below the header, there are three main sections: 1. Blackboard Technical Support: A box with a blue header containing text about technical support and a link to request assistance. 2. Browser Compatibility Check: A box with a blue header and a button to check browser compatibility. 3. Login Here: A box with a blue header containing a login form with fields for username and password, a login button, and a link for 'Forgot Your Password?'. There are also accessibility options for text size and high contrast settings.



Preparing for Classes



Official Academic Transcript

Have you requested your official transcript(s) to be sent to Athens State?

If you uploaded or emailed your transcripts to be part of your application for admission, then these are not official. An official transcript will be sent directly to Athens State from your prior university or college you attended.

Why are Your Prior Official Transcripts Important:

- This is how your prior college credits officially transfer to Athens State
- This establishes your official Athens State academic record
- This will drive timelines and future classes needed
- This will determine student scholarship eligibility

How to Request:

- An official transcript must be sent by your past institution(s) directly to Athens State--One from every prior school attended. To do this, you will need to contact **all** colleges and/or universities you have previously attended to request an official transcript. Most schools have a simple process found easily on the institution's website.
- If you earned AP or CLEP credit, you will also need to request for these organizations to send an official transcript to Athens State.

“In-Progress” Course when an Official Transcript was Issued

- Athens State **does not** have an official record of coursework listed on an official transcript as “In Progress.” An updated official transcript must be sent to Athens State with **grades posted** to get credit for the coursework.

Send Official Transcript(s) to:

Athens State University
Office of Admissions
300 N. Beaty Street
Athens, Alabama 35611
(p) 256-233-8130

If there is the option to email your official transcript using eScript, it should be sent to admissions@athens.edu



Official Academic Transcript *continued*

Timeline

- From the time Athens State receives your transcript, it may take up to 10 business days to be evaluated. At times of increased volume, such as three weeks before the start of a semester, it may take longer.

Transfer Credit Reviewed by the Student Success Center

It is in students' best interest to have their official transcript(s) evaluated before meeting with a success coach for advising. It paints the most accurate picture for the success coach to help you plan your degree pathway. This drives all academic items such as timeline, missing requirements, GPA, ETC. And if there are academic items to address such as a [curriculum adjustment](#), they cannot be submitted until you have an official academic record.

Tips:

- a. It is always in the student's best interest to send their official transcripts(s) as soon as possible and send an updated copy(ies) when grades are posted for in-progress coursework.
- b. You may have provided a student-issued copy of your transcript to the Office of Admissions. A student-issued copy does not replace the requirement of an official transcript.
- c. Academic credit earned at one school that is listed on another school's transcript does not get added to your Athens State record. An official transcript is required from *every* school attended.

Bachelor's Degree Planning with Degree Works

Degree Works is a tool that enables a student and their success coach and faculty advisor to review **past, present, and future academic coursework** to evaluate which degree requirements are complete and which degree requirements are still needed.

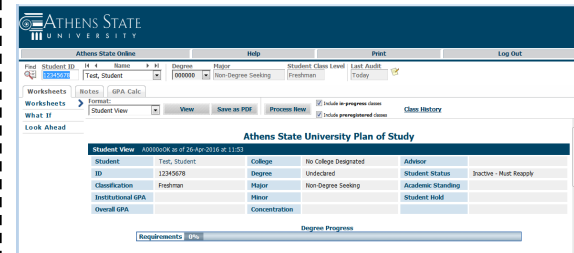
It is one of the most important tools you have as a student to track and keep up with your degree progression and see what classes are still needed.

Important Notes:

- Your transfer coursework will not be applied to the degree requirements until [official transcript\(s\)](#) have been **received** and **evaluated**.
- All students have access to Degree Works the day after they are admitted.
- Degree Works will be programmed to the major and minor, if applicable, you selected on your application for admission. [Did you want to change your major and/or minor?](#)

Continues on the next page

Degree Works Access



The screenshot shows the Athens State University Degree Works interface. At the top, there is a navigation bar with 'Athens State University' and 'Athens State Online'. Below this, there are tabs for 'Student View', 'Workbooks', and 'What If'. The main content area displays a 'Student View' for a student with ID 12345678. The student's information is summarized in a table:

Student ID	Test, Student	College	No College Designated	Advisor
12345678	Test, Student	Undeclared		Student Status
Classification	Freshman	Major	Non Degree Seeking	Academic Standing
Institutional GPA	Hour	Concentration		Student Hold
Overall GPA				

Below the table, there are sections for 'Requirements' and 'Degree Progress'.

- 1) Log in to [myAthensPortal](#) using your student Email and PIN
- 2) Select “Banner Self-Service” tool
- 3) Select the “Student” tab
- 4) Select the “Degree Works Advising” link

Bachelor's Degree Planning with Degree Works *continued*

Degree Works can answer:

*Your transfer coursework will not be applied to degree requirements until [official transcript\(s\)](#) have been received and evaluated.

- What specific core classes are required in my plan of study for my chosen bachelor's?
- What requirements have been met or are in progress of being met?
- What courses are offered in the upcoming term and in what [formats](#)?
- How many credit hours are earned at specific levels to meet General University Graduation Requirements?
- In addition to other degree specific topics.

Tutorials to learn more about Degree Works: [Short Intro. Video](#) & [Other Support Resources](#)

Tips

- a) Attend a new student session to become familiar with Degree Works navigation.
- b) If Degree Works does not show any of your previous coursework, this means either your official transcript(s) has not been received or it has been received, but it has not been evaluated.
- c) If your Degree Works plan is missing class(es) from your last semester before transferring to Athens State, check with the Success Center to see if these were listed as ["in progress"](#) on your official transcript.
- d) Review your past coursework in Degree Works. Does your past coursework meet the requirements where you expected it to? [If not, ask questions.](#)

What Core Classes Do I Need for My Degree?

In Degree Works, you can view the required core courses for your selected bachelor's degree, referred to as a plan of study. When you click on a hyperlinked “Still Needed” course in your Degree Works plan (also called “Course Link”), a pop-up gives brief information about the course and its availability in the upcoming term. Below, is a sample of how this looks in Degree Works.

Also, the online detailed [Academic Schedule](#) gives more specific course information such as **classroom location**, **instructor**, and **instructional method**. A good practice to follow is to use Degree Works to look at your course options for a term and then use the detailed academic schedule to confirm times and locations.

<input type="radio"/> Pathways to Success (should be taken 1st term)	Still needed:	3 Credits in UNV 300@
<input type="radio"/> Organizational/Business Comm. (take 1st term if not transfer course)	Still needed:	3 Credits in BUS 215 or MG 320
<input type="radio"/> Management Information Systems (should be taken 1st term)	Still needed:	3 Credits in MG 302
<input type="radio"/> Principles of Mgmt & Leadership (take 1st term if not transfer course)	Still needed:	3 Credits in BUS 275 or MG 346
<input type="radio"/> Money and Banking	Still needed:	3 Credits in EC 321
<input type="radio"/> Management Decision Support Systems	Still needed:	3 Credits in MG 303
<input type="radio"/> Marketing Principles	Still needed:	3 Credits in BUS 285 or MK 331

Click

Course Information				
MG 320 - 3 Credits - Organizational Communication				
<small>(LiveText required.) The purpose of this course is to enhance the student's ability to communicate effectively and efficiently in the workplace. Assignments, exercises, and projects emphasize locating and evaluating relevant information, and communicating through writing, listening, reading, and speaking. Research, group collaboration, and intercultural communication skills are stressed in assignments and demonstrated in projects.</small>				
Sections:				
Term	CRN	Section	Seats open	Meeting times
Spring 2023	21380	0	0 (out of 30)	12:00am - 12:01am
Spring 2023	21336	0	0 (out of 30)	12:00am - 12:01am
Spring 2023	20673	0	0 (out of 30)	12:00am - 12:01am
Spring 2023	20249	0	0 (out of 30)	12:00am - 12:01am

*This is a sample view from Degree Works showing some courses required for a specific degree.
 This is a visual display only and should not be used to gauge any degree or university requirements.*

Tip

The day after you register, Degree Works will “plug” any course you registered for into your degree plan and show it as “in progress.” Review your Degree Works to make sure it fills the requirement you planned.

Course Delivery Types: How to Read in Degree Works

There are different course delivery methods at Athens State such as **traditional, online/distance learning,** and **blended/hybrid.** Each is described below. To verify location, day, time, or professor use the detailed [Academic Schedule](#).

Traditional/In a Classroom on Campus

→ Taught weekly on a specific day and time in a traditional classroom setting. Depending on the major, sometimes the classroom can be at a different location other than Athens State. Be sure to confirm the location on the [Academic Schedule](#).

100% Online/Distance Learning

→ Taught distance learning which is 100% online using Blackboard with no on-campus requirement. Degree Works will not have days associated with an online class. It will show a meeting time of “12:00 am -12:01 am.”

Blended/Hybrid

→ Taught with an on-campus/on-location requirement of at least one session on a specific date, or several sessions on specific dates throughout the term or specific days and times you might just participate remotely synchronously. These specific on-campus/on-location dates are published in the [Academic Schedule](#).

Know Your Credits—Categories

Transferability refers to the circumstances under which the University accepts credit from other post-secondary institutions for inclusion in a student’s Athens State record.

Equivalency refers to the determination as to whether accepted transfer credit is equal, both in hours and content, to coursework offered or required by Athens State University.

Applicability refers to whether accepted transfer credit will count towards fulfillment of a specific degree or program requirement. **The University reserves the right to determine the applicability of any transfer credit toward fulfillment of a specific degree, program, or course requirements at Athens State. Transfer courses that are not determined as equivalents to any required coursework may only be applicable as general electives and total earned hours.** In some cases, a transfer course that is not determined as an equivalent may be eligible as a substitution for a required course. Such substitutions are considered on a case-by-case basis and must be approved through the University’s [Curriculum Adjustment process](#).

More details provided from the [Office of the Registrar](#)

Tip:

Make sure you understand your credits. More details on the next page.

Continues on the next page



Know Your Credits *continued*

Students must take ownership of their degree requirements: Know your past coursework, current requirements and ask questions.

- 1) Use [Degree Works!](#)
- 2) Look over and understand your satisfied degree requirements met by your transfer credits. **For this process, it is critical to submit [all official transcripts](#) to establish your official academic record and degree audit viewable in Degree Works.**
 - Is there an open course requirement for your Athens State degree that seems a lot like a course you completed at another school?
 - Any course transferred to Athens State with a satisfactory grade that is not applied to a specific degree requirement will be listed in the “General Electives” section of your Degree Works.

Continues on next page



Know Your Credits *continued*

- 3) If you think you have a course that might be applicable to fill an outstanding degree requirement, it can be discussed with your advisors. The process is called a Curriculum Adjustment.

Curriculum Adjustment Process

It is the process used to modify a student's curriculum for a given degree as determined by the assigned faculty advisor. It might include the review of a course completed at another school to see if a course substitution or course equivalency request might be warranted to meet the student's current degree requirements.

Course substitution or course equivalence, and/or student curriculum adjustment requires the student's advisor to submit a curriculum adjustment and/or equivalency request form. Curriculum adjustments are not automatic and require approval at several levels of the academic administration and require official transcript(s) to be evaluated in the student's Athens State record.

Tips

- It is not uncommon for schools to offer courses that are unique to the institution that are still classified as literature, natural science, fine art, humanities, behavioral science, history, math, ETC. These courses are good candidates to review for a possible substitution.
- A success coach can help with student questions and provide detailed information.
- A success coach can put you on the correct course of action for a curriculum adjustment (CA) request with your faculty advisor, if one might be needed.

How to Change Your Major or Add/Drop/Change a Minor/Concentration— Officially Called “Change of Program”

Did you list the wrong major and/or minor when you applied? Have you since changed your mind or need to add a minor?

You can use the Degree Works “What If” tool to explore different degree options or combinations. It will let you see how degree requirements change and how your completed courses are allocated to different degree options before you submit an official change of program.

How to Use What If:

- Log in to [“myAthensPortal”](#) using your **Athens State Email and PIN**
- Select: “Banner Self-Service” tool
- Select: “Student” tab
- Select: “Degree Works Advising” link (When Degree Works opens, it will be your current major and/or minor)
- Select: “What If” (found in the top left corner)
- Select a year from the: “Catalog Term” dropdown
- Select a degree from the “Program” dropdown
- Select a major from the “Major” dropdown
- Select a minor from the “Minor” dropdown, if applicable
 - To double major and/or minor, use the “Additional areas of study” block and be sure to click “Add” after selecting
- To see changes, hit “Process What-If” or “Save as PDF”
 - The What If is not stored. Students should take care when saving a What If or any audits as PDFs since their confidential academic information is included.
- To get back to your original degree, click “Worksheets.”

How to officially change your program is listed on the next page.



How to Officially Change Your Program

When submitting the Change of Program form, be sure to use the correct title for the program. View the list of [undergraduate majors and minors](#).

Officially Changing Your Program

- Log in to [“myAthensPortal”](#) using your **Athens State Email and PIN**
- Select: “Banner Self-Service” tool
- Select: “Student” tab
- Select: “View Student Records” link
- Select: “Request for Change of Program” link
- Complete and submit the form
- Degree Works will reflect changes once the form is processed which usually take 2-3 business days.

Tips

- a) Any student seeking a secondary education degree in art, biology, chemistry, English/language arts, history, math or social science must also minor in “education.”
- b) Some degrees require minors. If your degree requires a minor and you do not have one, your Degree Works plan will say “**MINOR block was not found but is required.**” You can also, review the [Academic Catalog](#) to see if your major requires a minor.
- c) Make sure you are in the right combination of major and minor. For example, there are two different majors for a management degree: **Management (No Minor)** and **Management (with Minor)**. In fact, these are different degrees. There are different credit hour requirements for each major because hours are supplemented in the minor for the Management (with Minor) option. Be sure to ask if you are unsure.

Registering for Coursework

Use [Degree Works](#) to plan your course schedule. Degree Works shows course offerings in the upcoming term once the academic schedule is published.

Best Practice

A good registration practice is to view your core course offerings in Degree Works for the upcoming semester to see your options and plan accordingly—ask yourself:

- 1) What core course requirements do I have to take and what's being offered in the term?
- 2) What course method ([100% online, blended or traditional](#)) am I seeking and/or is it offered at a time I can take it?
- 3) Do I have the prerequisite(s) to take the class?
- 4) If a class seems a lot like a class you completed elsewhere, be sure to ask questions.

Prerequisite Error

If a course has a prerequisite and you do not have the prerequisite in your academic record (Degree Works), when you register, you will get a “prerequisite error” that prevents registration. New students often run into this problem when trying to register for coursework before their official transcript(s) have been posted to their record.

Often courses that transfer to Athens State are prerequisites for courses at Athens State. [Please contact a success coach associated with your college for assistance.](#)

Continues on the next page

Registering for Coursework *continued*

New students should [make an appointment with a success coach](#) prior to their first semester. [Success coaches](#) can provide clear and appropriate direction. It is common for new students to have questions about what courses to start with or other registration topics.

How to Register for your Classes

- Log in to [“myAthensPortal”](#) using your **Athens State Email and PIN**
- Select: “Banner Self-Service” tool
- Select: “Student” tab
- Select: “Register for Classes” link
- Select: “Register/Drop/Add Classes/ Withdraw” link
- Select: Term: Defaults to the current term
- Select: “Add/Drop Class”
- Enter CRNs (Course Reference Number is the five-digit number associated with each class)
or search for courses from within the screen
- Save Changes

Tips

- a) In future terms, register for your classes the week registration opens to get the best schedule for you—online classes always cap first—adjust your schedule as needed before the start of the term.
- b) There can be anywhere from several weeks to a few months between when registration opens to when the tuition payment is due, the Drop Deadline or other deadlines. Be sure to check each semester’s [Important Dates](#).

UNV 300 – Pathways to Success

All incoming, new students are required to take the three-credit UNV 300 in the designated college for their major. It is a tuition-free class for students funded by a grant.

This online course serves as an introduction to how to succeed as a student at Athens State University. It is designed to guide students through the necessary skills, techniques, and expectations for completing the last two years of a bachelor's degree, as well as getting them to think about their chosen career.

This course will cover

- Mapping your Degree Journey
- Career Exploration
- Financial literacy
- Information and Technology Literacy
- Cultural Communications
- Intellectual Discourse

UNV 400 – Career Seminar

This one-credit course focuses on career development and is designed to complement UNV 300 and is taken after UNV 300. It is a tuition-free class for students funded by a grant. This seminar prepares students to think about their careers. This course will be supported by expanded professional development for students in close connection with career services.

This course will cover

- Resume Writing
- Cover Letter Writing
- Interview Skills
- Networking

Course Books and Other Required Materials

To access your book list go to the [Campus Book Store website](#).

- Under the “Get Your Textbooks” title, search by your Student ID or by entering the courses.
- The [Academic Schedule](#), [Degree Works](#) and/or your detailed course schedule (how to access below) can be used to find the course reference number [CRN].

How To View Your Detailed Schedule

- Log in to [“Banner Self-Service”](#) using your [Athens State ID and PIN](#)
- Select: “Student” tab
- Select: “Register for Classes” link
- Select: “View Student Detail Schedule” link or “Student Schedule by Day and Time” link





Assigned Faculty Advisor/Mentor

Students are assigned a faculty advisor within their major as part of the [Collaborative Advising Team](#). Faculty are valuable assets to students. Faculty not only teach many of the major classes, but they also have experience in the field of study. Students should utilize their faculty's knowledge to gain a perspective in the area of study/ future profession.

- Teaches many of your major classes
- Mentor who knows the career field
- Professional in the discipline
- Answering detailed questions about the major
- Concerns with course content such as difficulty and/or overloading
- Helping to prepare for graduate school or a specific career path
- Advising minor requirements, if applicable, for example education certification questions
- [Curriculum Adjustment process](#)

Faculty Office Hours

Faculty hold office hours during the regular semester, but may not during breaks between semesters. It is recommended you confirm faculty office hours or schedule an appointment before traveling to campus.

Faculty Contacts & College Office Hours

- [College of Arts and Sciences](#)
- [College of Business](#)
- [College of Education](#)

Tips

- a) The Student Success Center is a centralized campus location for student advising. Success coaches are knowledgeable on what student matters will require faculty involvement.
- b) It is not uncommon for there to be a student matter such as upper-level transfer elective credit that needs to be addressed by the faculty advisor.
- c) Degree Works provides each student a detailed outline of specific core course requirements for their declared major and minor, if applicable.



Dates, Offices, & Resources





Important Semester Dates

There are specific deadlines for a number of **critical semester dates** such as:

- Course registration period
- Payment due
- Last opportunity to receive 100% refund
- Add/Drop Week
- Withdrawal
- Term’s 60% completion date for financial aid requirements
- ETC.

Please be sure to confirm all deadlines for each term at the [Important Dates](#) link.

Important Dates Sample

Session
Summer & Fall Registration Starts
Bookstore Charges *
Payment Due Date**
Late Registration (Drop/Add) - Late Fee Applied
Session Begin and End Dates
Last Day to Receive 100% Refund
Students Dropped for Non- Payment
Campus Closed - Labor Day
Financial Aid Disbursement
Student Refunds Processed
Spring Schedule Available to View Online
Fiddler's Convention (Campus Open)
Financial Aid 60%
Registration for Spring Begins
Last Day to Apply for Fall Graduation
No Classes - Thanksgiving Break (Campus Open)
Campus Closed - Thanksgiving Break
Last Day to Withdraw
Final Exam Week
Commencement



Office of Financial Aid

[Check the Frequently Asked Questions](#)

Do you plan to apply for federal financial aid? Have you completed your Free Application for Federal Student Aid (FAFSA) for the correct term?

- [Financial Aid Start to Finish](#)
- [Types of Aid](#)
- [Check Your Aid](#) (To confirm your aid, check for missing documents, review holds and check expected payment dates.)
- [Understanding the 60% Point in the Semester for Earning Your Financial Aid](#)
- [Refund Policy](#) → [Important Dates](#)

Office of Financial Aid

Sandridge Student Center
Mon. – Fri., from 8 a.m. to 4:30
p.m.
(p) 256-233-8122 or 800-522-
0272
finaid@athens.edu

The process of awarding financial aid can only begin after all requested documents are submitted to the Office of Financial Aid. It is in the student’s best interest to submit all required documentation as early as possible. For your security, the Office of Financial Aid will only notify and discuss personal financial matters through your secure [Athens State email](#).

Plan of Study for Financial Aid Documents

If you require a plan of study for your financial aid documents, any degree-seeking student can export their official plan directly from their Degree Works. The “Save as PDF” function is found at the top center, left of [Degree Works](#).

A success coach can also help with general student financial aid information.

Tuition and Fees Payment Methods

Online

- The preferred payment method is online through your student account found within the [myAthensPortal](#) link and selecting “Banner Self-Service.”
- [How to Video](#)

In Person

- Payment can be made in person at the Business Office in [Founders Hall](#) during normal business hours.

Payment Plan

- Payments can be made by establishing a Tuition Payment Plan. ([How to Video](#))
- The Tuition Payment Plan must be reestablish **every** semester it is utilized.
- Tuition payments will be made over a [specific number of payments](#) which is based on the date of Tuition Payment Plan enrollment.

Financial Aid

- [Office of Financial Aid](#)

Tip

Be sure to confirm the payment due date and other current term [important deadlines](#).





Career Development Center

Students can prepare themselves for the twenty-first-century job market by visiting the Career Development Center and benefitting from the free value-added services. Staff can assist with employment questions, resume reviews and interview practice. Each semester career fairs, employer sessions and workshop series are offered. On-campus student employment is also managed by the Center.

Online resources available 24/7 to help you explore and prepare for your career:

[Handshake](#)

- Sign-on to create a profile to find jobs, internships, workshops and networking events
- Fill in your “career interests” to help relevant employers find you
- Search on-campus positions in the Federal Work-Study and Campus Student employment programs
- [Internships and Cooperative Education](#) – learn how to apply for these programs

[Explore Majors and Careers](#)

Utilize resources to help with identifying a major or researching careers:

- **My Next Move:** Interest profiler to evaluate abilities, interests and values
- **The Occupational Outlook Handbook:** Facts about careers and job titles
- **Candid Career:** Informational videos featuring industry professionals

[Career Development Center](#)

Sandridge Student Center
Mon. – Fri., from 8 a.m. to 4:30 p.m.
(p) 256-233-8140
CareerDevelopmentCenter@athens.edu

Accessibility Services Office (formerly Disability Services)

Accessibility Services is committed to providing students with disabilities equal access to Athens State University. The office aims to remove social and environmental barriers by working collaboratively with students, faculty, staff and the community. To achieve this goal, reasonable academic accommodations, assistive technology, and support services are utilized.

To learn more, please visit the [Accessibility Services' web page](#).

Veterans Affairs Office

The Office of Veterans Affairs' mission is to assist active duty service members, veterans, reservists, Guardsmen and family members with U.S. Department of Veterans Affairs education benefits and services.

To learn more, please visit the [Veterans Affairs' web page](#)





Counseling Services

Do you need help with time management, study skills or organization?
Do you have test anxiety?

A licensed professional counselor is available by appointment to discuss personal issues with currently enrolled students, on a brief-counseling basis. All counseling services are provided with your confidentiality in mind and offered at no charge to you.

Personal Counseling Services can help you:

- Develop study skills
- Get better organized
- Replace bad habits with healthy ones
- Learn how to relax during stressful times
- Balance academics, work and family/social life
- Solve a personal problem
- Improve communication skills
- Learn coping skills to deal with anxiety, depression, addictions, grief or other emotions that might interfere with your activities of daily living
- Locate mental health services, resources and support groups in your local community

Services are provided through a partnership with the Mental Health Center of north central Alabama.

TalkCampus

- Student life can be tough. Through TalkCampus, students can talk anonymously and in a safe place go to <https://www.talklife.co/athens-state-university>

[Lisa Philippart, LPC](#)

(p) 256-233-8144

Waters Hall, Room S103D

Office Hours:

Tues. & Wed., 8 a.m. – 5 p.m.

[web page](#)

Help Desk

The [Help Desk](#) provides students with a centralized point of contact for technical support services. If you have a question about your email account, online courses/Blackboard, need a password reset or any other technical question/support, the Help Desk is here to provide assistance.



[Help Desk](#)

Location: Waters Hall S202
Mon.-Thurs., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.
(p) 256-216-6698
helpdesk@athens.edu

Using Campus Resources to Aid in Success

Students can benefit from engaging the additional tutoring resources found on campus for writing, accounting, math and computer science. These resources aid with academic skills development and enforce class concepts.

[Accounting Lab](#)

- Helps to improve business students' understanding of accounting concepts.

[Mathematics and Computer Science Lab](#)

- Helps to reinforce mathematics and computer science concepts.

[Writing Center](#)

- Helps students in any major with brainstorming, invention, arrangement, revision, style, sentence structure, and constructive critiques on presentations and other multimodal projects.

Tips

- These resources are provided at no cost and sessions are available in-person and remotely.
- Utilize these support services to improve your skill sets.



Clubs and Organizations

Getting involved is a great way to enhance your college experience, professional development and to grow your network for job searches.

Join a Group

→ Are you interested in being involved on campus? The Office of Student Activities hosts more than [30 student organizations](#) from honor societies to academic and special interest clubs.

Start a Club

→ Don't see anything that interests you? Start your own group! All you need is a full-time faculty or staff advisor and five members.

Volunteer

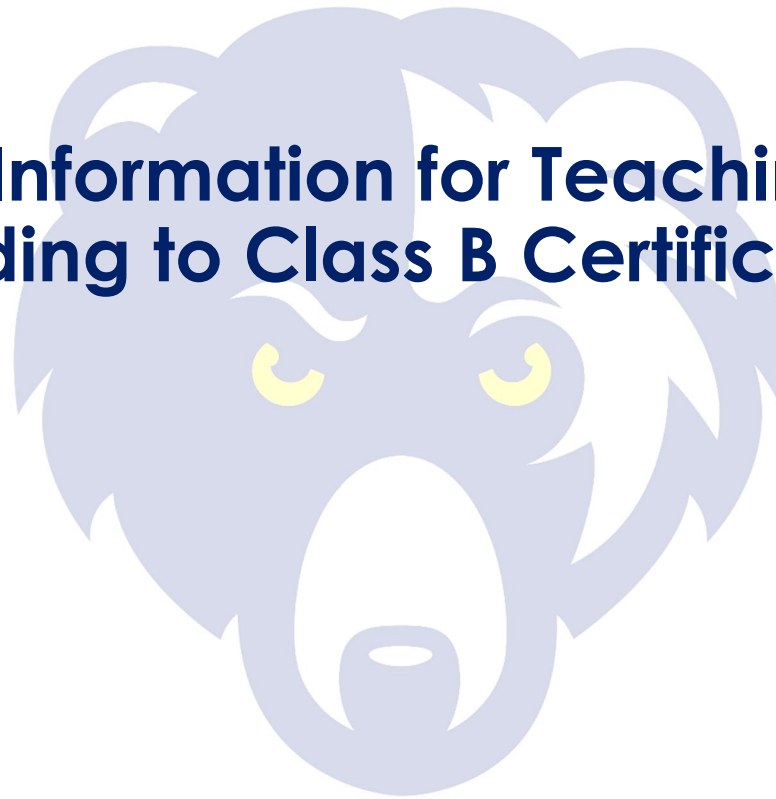
→ Does volunteerism make your heart pump? Sign-up to volunteer for different events or organizations throughout the year.

To learn more, please visit the [Student Activities'](#) web page.



Athens State SGA president and Hebrew the Mascot at Higher ED Day in Montgomery, Alabama, with the other state universities.

Important Information for Teaching Degrees Leading to Class B Certification



Teaching Degrees Leading to Class B Certification

Students seeking a teaching degree that leads to certification through a College of Education program, or a College of Arts and Sciences program with a minor in education will need to get [fingerprinted, be FBI background cleared](#) and provide a [TB skin test](#). Specific details can be found at each previous link. **It is advised students complete these requirements before starting classes.**

Teacher Degrees Leading to Class B Certification:

- Early Childhood Education P-3
- Elementary/ Collaborative Education K-6
- Elementary Education K-6
- Physical Education P-12
- Health 6-12 & Physical Education P-12
- Special Education (Collaborative Teacher) (K-6)
- Special Education (Collaborative Teacher) (6-12)
- Technical Education: Secondary Instructor Option

Secondary Education Class B Certification (with Minor of Education):

- Art Education (Lic. and Cert. P-12)
- Biology Education (Lic. and Cert. 6-12)
- Chemistry Education (Lic. and Cert. 6-12)
- English/Language Arts Education (Lic. and Cert. 6-12)
- History Education (Lic. and Cert. 6-12)
- Mathematics Education (Lic. and Cert. 6-12)
- Social Science Education (Lic. and Cert. 6-12)

Continues on the next page

Teaching Degrees Leading to Class B Certification *continued*

Teacher Education Program “TEP”

There will be a point at Athens State where students seeking Class B teaching degrees will apply to be accepted into the Teacher Education Program (TEP). For students who are in these teaching degrees, it is important to understand what these requirements will be for your future TEP admission.

- **Note, TEP does not happen immediately upon starting at Athens State. Specific coursework must be completed first. Specific details can be read in the [TEP Frequently Asked Questions](#).**
- A student’s eligibility for TEP will vary based on their transfer credits and Athens State starting point.
- **Class B teaching degrees require a 2.75 GPA to enter into the TEP program.** It is highly advised that any student who transfers to Athens State in a degree leading to Class B teaching certification with a GPA below 2.75 meets with a success coach in their first semester for a GPA Action Plan.

Grade Point Average (GPA) Action Plan/ Student Success Center

- If you are entering with a GPA below 2.75, be sure to set up a meeting with a success coach. The College of Education success coaches can provide individualized student support for ways to raise a GPA utilizing specific tactics.

Tip

Your Degree Works plan of study shows additional teaching degree requirements and checks each off as the requirement is met.

Directory

Normal operational hours for the university:
Monday – Friday, from 8 a.m. to 4:30 p.m.

[University Directory](#)

Student Success Center/Advising

[Contacts](#)

Departments

[Admissions](#): 256-233-8130

[Book Store](#): 256-233-8249

Business Affairs: 256-216-3301

[Campus Security](#): 256-233-8222

[Career Development Center](#): 256-233-8140

[Counseling Services](#): 256-233-8144

[Accessibility Services](#): 256-233-8143

[Financial Aid](#): 256-233-8122

[Student Activities](#): 256-233-8241

[Registrar/Records](#): 256-233-8131

[Veterans Affairs](#): 256-233-8271

[Help Desk](#) – Technical Support Services, PIN reset

Colleges

[College of Arts and Sciences](#): 256-233-6516

[College of Business](#): 256-233-5351

[College of Education](#): 256-233-6604

Academic Support

[Accounting Lab](#): 256-216-5379

[Writing Center](#): 256-233-6665

[Math and Computer Science Lab](#): 256-233-6547

Other

[Academic Catalogs](#)

[Academic Schedule](#)

[myAthensPortal](#)

[Blackboard Login](#)

[Campus Map & Directions](#)

[Degree Works](#)

[Important Dates](#)

[Student Email](#)



“An investment in knowledge pays the best interest.”