



SUCCESS GUIDE

FOR STUDENT LEARNING



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ALBANY TECHNICAL COLLEGE

QUICK REFERENCE

PHONE LIST

My Academic Advisor

Advisor Email

Advisor Phone Number

Advisor Location

229.430.3500

albanytech.edu

ADMISSIONS

229.430.3520

BUSINESS OFFICE

229.430.3057

BOOKSTORE

229.430.1896

CAREER DEVELOPMENT CENTER

229.430.3939

TITAN CAFÉ

229.430.1647

HELP DESK

229.430.3559

CAMPUS POLICE

229.430.4711

FINANCIAL AID

229.430.3505

STUDENT AFFAIRS/REGISTRAR

229.430.5281

LIBRARY

229.430.1745

ACADEMIC ACHIEVEMENT CENTER

229.430.0669

DISABILITY SERVICES

229.430.2854

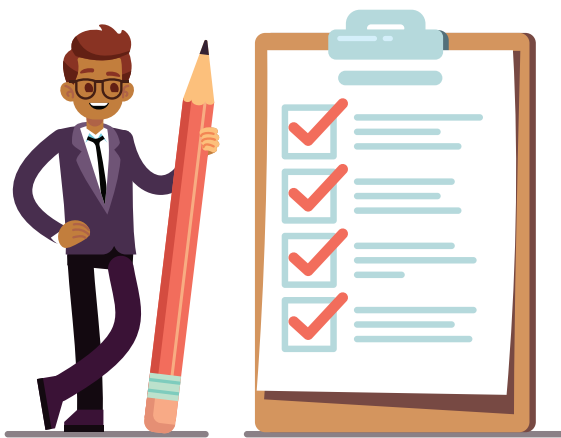
STUDENT LIFE

229.430.3034

TESTING CENTER

229.430.3580

NEW STUDENT CHECKLIST



- Meet program advisor and Register for classes
- Print Detailed Schedule
- Attend New Student Orientation
Both General Session and Program Orientations
- Obtain Student ID Badge
- Obtain a Student Parking Permit from the
Business Office
- Setup your Bank Mobile Account
- Purchase Books needed for classes
- Login to Blackboard to confirm attendance
Needed for both On - Campus and Online Classes
- Login to your Student Email Address as this will be
your official means of communication for the college
- Explore your new college environment
Via the campus map or online platform



IMPORTANT CALENDAR DATES & DEADLINES

Please refer to the Student Calendar for these and other important dates.

- First & Last Day of class of term; Pre-registration for upcoming semester, etc
- Last day to Add Classes
First 3 days of A & B Term only

DID YOU KNOW?

You can access **Important Calendar Dates and Deadlines** for each semester online at albanytech.edu. Click on Campus Life, then access Student Calendar on the left for a printable pdf or online version.



- Last day to Drop without ANY penalty
First 3 days of A&B Term only
- Last day to Withdraw without Academic Penalty
Financial Aid may possibly be affected



IMPORTANT THINGS TO KNOW

STUDENT ID BADGE

LOCATION: LOGISTICS EDUCATION CENTER (LEC), ROOM#102

Student ID badges are required any time you are on campus. Please remember you will always need your ID Badge when on campus to obtain information from Student Affairs, access classrooms, enter the Anthony O. Parker Library, use any labs, or participate in on- or off-campus activities.

- Location: ID Badges are made in the LEC, Room 102
- What to bring: You will need a copy of your current class schedule and a State issued ID
- Lost ID/Replacement: Pay ID Replacement fee of \$5 at the business office and take the receipt, current class schedule and State-issued ID to LEC, Room 102 for a replacement.

PARKING PERMITS

LOCATION: KIRKLAND BUILDING - BUSINESS OFFICE/ CASHIER'S WINDOW | PHONE: 229.430.3057

If you will be driving on campus, a parking permit is required for your vehicle. Parking permits can be purchased from the Business Office cashier's window in the Kirkland building.

BANK MOBILE REFUND SELECTION CARD

All students will receive information from Bank Mobile via email and regular mail on how to make a selection to receive refunds. All refunds are handled through the Business Office. Visit www.albanytech.edu and/or the Business Office cashier's window or call 229.430.3057 for more information.

PURCHASING BOOKS

LOCATION: FREEDOM HALL | PHONE: 229.430.3512

Books and supplies can be purchased in the Campus Bookstore starting on the first day of the term if using your Financial Aid award. You will need a copy of your current class schedule and either your student ID Badge or State-Issued ID.

Don't want to wait in line for your books. Use the Titan Book Express to order and pick up from the Express lane or order online and have them shipped directly to your door. Visit www.albanytech.edu > Click on Campus Life > Click on Bookstore for more information.

PROGRAM ADVISEMENT/ CLASS REGISTRATION/GRADUATION

- Registration for New Students: Meet with an Advisor or visit the Academic Advisement Center
- Registration for Returning Students: You will meet with your Program Advisor for guidance on completing your program of study and to register for all future classes.
- Graduation Application: You will contact your program advisor to initiate the graduation application process when you register for your last semester of classes. Completed graduation application packet will be turned in to the Office of the Registrar.



PRINTING YOUR CLASS SCHEDULE

ON CAMPUS: USE A TITAN RED KIOSK

ONLINE: [HTTPS://MYTITANS.ALBANYTECH.EDU](https://mytitans.albanytech.edu)

TITAN RED KIOSK

- Select Enter Secure Area
- User ID: – Enter your Student ID# (or your Social Security #) without any spaces or dashes
- PIN: – By Default, your pin number is your Date of Birth (MMDDYY Format)
 - Ex. If you were born on February 14, 1990 – your pin would 021490
 - If this is your first time logging into your BannerWeb account, the system will ask you to re-enter your password and CREATE your own security question and answer. Afterwards, you will answer a few other questions – then you are all set to access your student account.
- Select Student Services and Financial Aid
- Select Registration
- Select Student Detail Schedule
- Select Term
- Click on Submit
- Print your Student Detail Schedule

ONLINE

- Go to albanytech.edu
- Select BannerWeb > You will be taken to the Single SignOn page
- Enter your ATC Student Email Address
 - Student Email= First Initial of First Name, Last Name, Last four of Student ID Number@student.albanytech.edu.
 - Example: Joe College ID#123-45-6789 would be jcollege6789@student.albanytech.edu
- Email Password= 8-Digit Date of Birth (mmdyyy) (ex.02141990)
- Select Student Services and Financial Aid
- Select Registration
- Select Student Detail Schedule
- Select a Term
- Click on Submit
- Print Your Student Detail Schedule



UNDERSTANDING YOUR CLASS SCHEDULE

Student Detail Schedule

A → Total Credit Hours: 6.000

B → **Soldering Technology - ELCR 1005 - 201**

C → **Associated Term:** Fall Semester 2014

C → **CRN:** 10452

C → **Status:** **Registered** on Aug 29, 2014

C → **Assigned Instructor:** Sylvester Patterson

D → **Grade Mode:** Normal Grading Mode

D → **Credits:** 1.000

E → **Level:** Credit Hour Level

E → **Campus:** Albany Tech Main Campus

Scheduled Meeting Times			Date Range	Schedule Type	Instructors
Type	Time	Days Where			
Class	5:30 pm - 10:30 pm	W Center of Excellence IT & Elec 228	Aug 20, 2014 - Dec 12, 2014	Hybrid Less than 50% online	Sylvester Patterson (P)

F ↑

G ↑

H ↑

I ↑

J ↑

K ↑

- A. Total Number of Credit Hours for the semester.
(Note: 6 credits is half-time status and 12 or more credits is Full-Time student status. Maximum credit hours in a semester is 18)
- B. Official Name of Class (ex. above: "Soldering Technology")
 - o "ELCR"= Course Section "1005"= Course Section Number
- C. CRN is the Course Reference Number
- D. Number of Credit hours for that class
- E. Campus where class is located
- F. Time of Class: Beginning and Ending time of the class
- G. Day(s) of the week the class meets
M - Mondays; T - Tuesdays; W - Wednesdays;
R - Thursdays; F - Fridays; S - Saturdays; TBA - Online class
- H. Where; Location of class-Name of the Building and Room Number
- I. Date Range of class. A-Term (Full Semester), B-Term (First 8 weeks of the Semester), and C-Term (Last 8 weeks of the Semester). Date range will indicate in which part of term you are registered.
- J. SCHEDULE TYPE:
Hybrid: Class meets on Campus, and a percentage of your assignments are online
Online: 100% of instruction, assignment submission, etc., is online
- K. Instructor: Name of instructor for the class



ONLINE COURSES

HOW TO ACCESS BLACKBOARD:

1. Go to <https://albanytech.blackboard.com>.
2. Click the LOGIN HERE image and you will be directed to the Single Sign-On Screen
3. Use your Albany Tech student email address and password to log into Blackboard.

HOW TO CONFIRM ATTENDANCE ON BLACKBOARD FOR ONLINE COURSES:

Confirm Attendance will begin on the first day of class. You must login to Blackboard on the first day and confirm attendance. If you are registered for a class after the first day of the semester, you must login on that day to confirm attendance and student blackboard orientation.

1. Select course from list on Blackboard.
2. Click on the Start Here link on the menu on the left side.
3. Read Course Attendance Confirmation Quiz Instructions.
4. Take Course Attendance Confirmation Quiz.
5. After you complete the quiz, click Course Content on the left-hand side of your course to begin course-work.
6. An online student must complete the registration and attendance confirmation processes by the end of the first day of class.

*For any issues, contact the
Help Desk at 229.430.3497*



ACCESSING STUDENT EMAIL



ACCESSING YOUR STUDENT EMAIL ACCOUNT IS EASY!

GO TO

<http://www.albanytech.edu>

CLICK

“Campus Life” (scroll down)

USERNAME

Click Office 365 and type in your **First Initial, Last Name, Last 4 numbers of your ATC Student ID Number, and @student.albanytech.edu**

Example: If your name is Jane Doe and your ATC Student ID is 900123456 then your email address will be `jdjoe3456@student.albanytech.edu`

If @student.albanytech.edu is not included, you will not be able to sign in.

PASSWORD

Click in the box labeled “Password” and type in your **8 digit** birthday (mmddyyyy)

Example - 05201989

CLICK

“Sign In”

For help with your student email account, contact the help desk at 229.430.3559, 229.430.3497, 877.261.3113 (toll free) or email helpdesk@albanytech.edu

After signing in, you will need to select Eastern time zone and click OK.

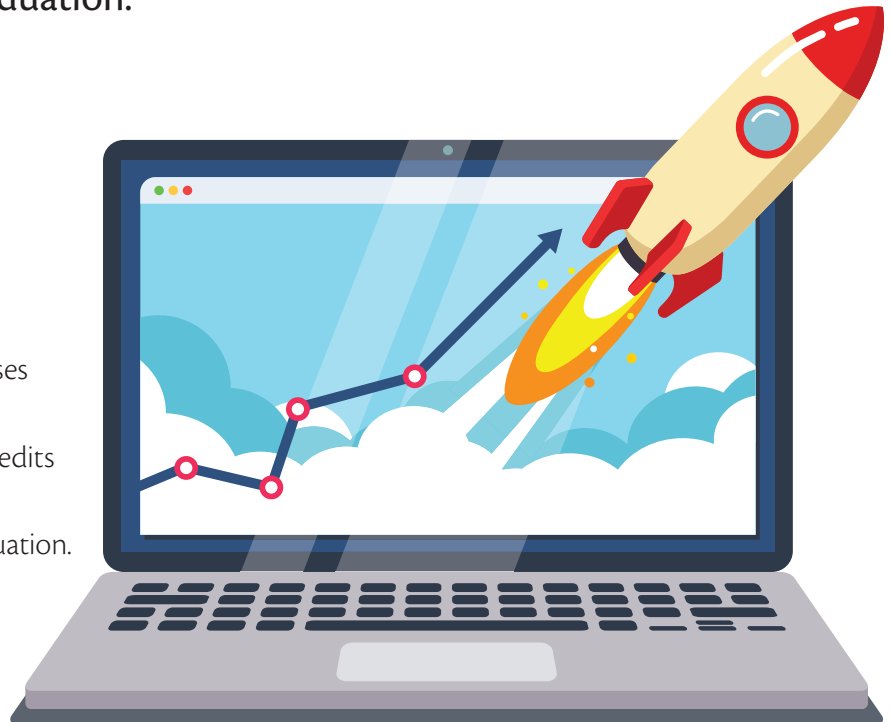
**Your Email Address will be:
Example: `jdjoe6789@student.albanytech.edu`**

WHAT IS DEGREEWORKS?

DegreeWorks is a tool to help you and your Academic Advisor monitor your progress towards graduation.

WITH DEGREEWORKS YOU CAN:

- Establish an academic plan
- Compare your completed courses and in-progress courses with the program requirements.
- Answer the question: “How many more classes do I need before I graduate?”
- Run “What-If” audits to explore how your credits may apply to other ATC programs.
- Work with your Advisor to prepare for graduation. Contact your Program Advisor, Academic Advisement Center or the Registrar’s Office for questions.



TO ACCESS DEGREEWORKS:



1. Login to your MyTitans Bannerweb account
2. Click on Student Services and Financial Aid
3. Click on DegreeWorks Advising for Students. This will show you your current program information
4. “What-If”: If you would like to see how of your credits would apply to another program
5. Click on the “What If” tab
6. Academic Term – Pick an Academic Term from the drop-down menu
7. Major – Pick a Major from the drop-down menu
8. Select “Process What-If”



ANTHONY O. PARKER, PH.D.

LIBRARY/ MEDIA CENTER

The Anthony O. Parker, Ph.D. Library/Media Center provides access to high quality resources that support ATC's curriculum, enhance technical training, spark basic literacy education and serve the needs of the students, faculty and staff. The Library/Media Center provides access to area, regional, national, and international information resources and provides the best possible access to information in print, media, or electronic format.

LOCATION:

Logistics Education Center, 2nd Floor

HOURS OF OPERATION:

Monday - Thursday | 8:00 AM - 8:00 PM

Friday | 8:00 AM - 4:00 PM

Saturday | 9:00 AM - 12:00 PM

CLOSED SUNDAYS AND HOLIDAYS

PHONE:

229.430.1745

LIBRARY & MEDIA SERVICES

- Circulation Services
- Reference Services
- Bibliographic Instruction
- Media
- Collection Development
- Interlibrary Loans
- Newsletter

ONLINE REFERENCE SERVICES

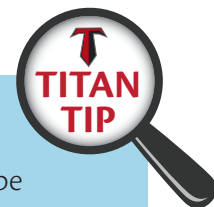
- GALILEO® (Georgia Library Learning Online)
- PrepSTEP®
- Credo Reference

ONLINE CIRCULATION SERVICES

- ATC OPAC (Albany Technical College Library Catalog)
- Gil (Georgia Interconnected Libraries)

OFF CAMPUS LIBRARY REFERENCE RESOURCES (COOPERATIVE AGREEMENT LIBRARIES)

- DCPL (Dougherty County Public Library)
- ASU Library (Albany State University Library)
- Information Literacy and Research Skills (EBSCO – LearningExpress)



DID YOU KNOW?

Using our library services can be helpful, especially if you use online search tools such as Galileo, when you are writing a paper.





STUDENT RESPONSIBILITY

Student responsibility is when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors:

- Students should demonstrate and maintain academic integrity and honesty.
- Students should attend and participate in classes, labs, and workshops, and be prepared and on time for class and/or lab sessions.
- Students should complete the assigned work in a timely manner with attention to quality of work.
- Students should avoid making excuses for their behavior.
- Students should communicate in a careful and respectful manner with all instructors, peers, staff and other members of the college community.
- Students should be engaged learners who dedicate at least 2 hours of study time outside of class for every one-hour of class attendance.
- Students should be active participants in cultivating their personal growth and development through academic, civic and social engagement through appropriate service learning experiences.
- Students should act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student handbook and college catalog and all local, state and federal laws.
- Students should seek and utilize college resources and accommodations when needed.
- Students should respect and approach diverse views, ideas and opinions of others with an open mind.
- Students should identify, develop, and implement a plan to achieve their educational and career goals.
- Student should leave classroom and lab areas in good order.
- Students should respect property of others, and the property, equipment and facilities of the college.
- Students should refrain from actions that endanger the health, safety, or welfare of any member (including themselves) of the college community or its guest and bring discredit to themselves and/or the college.

GOAL SETTING



USE THE S.M.A.R.T. METHOD

SET GOALS THAT ARE:

- » Specific
- » Measurable
- » Attainable
- » Relevant
- » Time-Bound

For instance, an attainable goal would be to complete your first course one week early. However, be careful of goals that are too ambitious, like completing a course in three weeks.

MAKE CHECKLISTS

Write down your goals daily. These goals can be anything - as long as it is possible to achieve within the course of that day - such as "read chapter 5" or "complete research paper outline". As you complete the goals, check them off your list. This process allows you to visualize your accomplishments and provide motivation for the next day.

REWARD YOURSELF

When you complete a big milestone, treat yourself. Whether it's finishing a research paper or wrapping up a course, don't hesitate to take the opportunity to do something you love or simply take some time for yourself. Some good ideas for rewards are going to the movies, getting a pedicure or indulging in a nice meal.



ALBANY TECHNICAL COLLEGE

STUDENT RESOURCES

Students should demonstrate and maintain academic integrity and honesty. Earning a certificate, diploma or degree can sound complicated and overwhelming, but Albany Technical College can help make the transition easier. We encourage you to utilize the educational resources offered through our Faculty and Staff as you pursue your credential with us.

Throughout your academic journey, you have the ability to fully utilize many educational support options to help you stay on track and complete your educational credential. In addition to a supportive faculty, we also have many student support service options that are available, including:

- Academic Advisement Center
- Academic Achievement Center (Tutoring)
- Campus Bookstore
- Student Affairs
 - » Registrar
 - » Financial Aid
 - » Testing Center
 - » Career Services
 - » Disability Services
 - » Special Populations
 - » Retention Services
 - » STARS (Student Tracking and Retention Services)
 - » Student Life



ACADEMIC ADVISEMENT CENTER

The mission of the Academic Advisement Center (AAC) is to provide a supportive atmosphere which promotes the educational development of the students to prepare them to be workforce ready.

Academic advising is an important part of the college's commitment to students' growth and academic development. More importantly, effective academic advising can have a powerful influence on student success in the college environment. The goals of advisement focus on the development of students and embrace the following objectives:

- To provide support for increasing numbers of underprepared students.
- To ensure that academic advisement is an integral part of the college's larger mission of preparing students for their careers.
- To provide an advisement process which can significantly influence students' educational and personal growth while they seek to acclimate to the college environment.

- To provide academic advising which carries students through a decision-making process and guides them in acquiring the skills needed to develop their educational plans for accomplishing their goals.

HOW CAN WE HELP YOU?

Online Success Coaches are here to meet your needs. Because every student is different, we help design a success program to identify and address your individual needs.

Success Coaches will develop an action plan and help chart your success. We encourage students to meet with their success coach on a regular basis. When needed, students will be referred to academic support services, such as supplemental instruction, tutoring or other services.

To make an appointment with a Success Coach, email AcadAdvise@albanytech.edu or visit the AAC

OFFICE LOCATION:

Nathaniel Cross Health Technology Building (HCT),
Academic Advisement Suite

HOURS OF OPERATION:

Monday - Thursday | 8:00 AM - 5:00 PM
Friday | 8:00 AM - 4:00 PM

ACADEMIC ACHIEVEMENT CENTER

Albany Tech's Academic Achievement Center (AAC) is equipped with five computer labs as well as individual and group study rooms. The center offers academic support for all students, especially in the areas of reading comprehension, writing skills, mathematical fundamentals, and algebraic concepts. The staff includes qualified instructional aides, and work study students ready to provide assistance.

OFFICE LOCATION:

Freedom Hall, Room 110

HOURS OF OPERATION:

Monday - Thursday | 8:00 AM - 8:00 PM
Friday | 8:00 AM - 3:00 PM

**FREE
TUTORING!**

CAMPUS BOOKSTORE

The Albany Technical College Campus Bookstore is a local bookstore serving the students, faculty and staff of Albany Technical College with pride since 1961. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. We also provide many other items to support your academic career and school spirit. Please browse our website or stop by our store anytime!

LOCATION:

Freedom Hall

HOURS OF OPERATION:

Monday - Thursday | 8:30 AM – 4 PM

Friday | 8:30 AM – 3 PM

Closed for lunch daily 12:00 PM – 1 PM



DIVISION OF STUDENT AFFAIRS

Student Affairs has five components that meet the ATC Mission: Recruitment, Admissions, Enrollment, Graduation, and Employment of students into the workforce. Student Affairs works in collaborative efforts to supplement academic affairs by providing excellent support services, assist to reduce the barriers towards student success and provides excellent customer service. Student Affairs assists students with policies, procedures and processes to be successful.

REGISTRAR'S OFFICE

The Office of the Registrar maintains student records and grades. The Registrar's office also monitors FERPA (Family Educational Rights and Privacy Act of 1974) compliance. Additional duties include evaluating transfer credits, tracking academic requirements through Degree Works, processing student requests (Ex. withdrawals), and awarding degrees.

OFFICE LOCATION:

George M. Kirkland Jr. Building (ADM)

HOURS OF OPERATION:

Monday – Thursday | 8:00 AM – 7:00 PM

Friday | 8:00 AM – 4:00 PM



FINANCIAL AID

The mission of the Office of Financial Aid is to help remove financial barriers to assist students in meeting the cost of attendance at Albany Technical College. Our efforts are to provide resources to obtain your degree in the form of grants, employment, and student loans. We are committed to helping students find appropriate ways to finance their education. The Financial Aid Office provides counseling and assistance in completing the financial aid application, evaluation, and determination of need.

Due to limited funds in some programs, we are not always able to offer enough aid to meet each student's financial need. However, alternative sources of assistance may be available to students. For tips on creating your college spending plan please visit mycollegemoneyplan.org.

ATC staff works to streamline application processing. However, on-time processing is a joint effort. You should start the application process as soon after October 1st as possible each year. This will allow us time to serve you better.

The priority deadline to submit all required documents to financial aid is:

- Fall Semester - July 1
- Spring Semester - December 1
- Summer Semester - April 15

Funds will not be available in the bookstore if you do not complete your financial aid application by these dates.

The deadline to apply and submit all required documents is June 30th of each academic year.

OFFICE LOCATION:

Kirkland Building

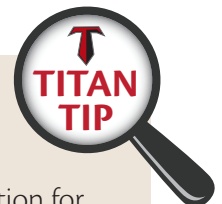
HOURS OF OPERATION:

Monday – Thursday | 8:00 AM – 7:00 PM

Friday | 8:00 AM – 4:00 PM

HOW TO APPLY FOR FINANCIAL AID

1. Complete a FAFSA (Free Application for Federal Student Aid) <https://fafsa.gov> – School Code: 005601.
2. Provide additional information if requested. (Check BannerWeb for status)
3. Review your Award Offer.





TESTING CENTER

The Albany Technical College Testing Center provides an on-campus solution to ATC testing needs.

AVAILABLE TESTING:

- Accuplacer (Reading, Sentence Skills, Arithmetic, and Algebra)
- Nursing Exams: NAT, PSB and TEAS (appointment only)

OFFICE LOCATION:

Kirkland Building, Room 127

WALK-IN TESTING HOURS

Monday, Tuesday & Thursday: 8:30 AM - 11:00 AM & 1:00 PM - 5:30 PM

Wednesday: 10:00 AM - 2:00 PM & 4:00 PM - 5:30 PM

Friday: 8:30 AM - 12:00 PM

PHONE:

229.430.2709 or 229.430.3580

NOTE: Testing schedule is subject to change. For all testing services, a picture ID is required. Electronic devices and personal items are **NOT** allowed in the testing lab.

Students with documented disabilities who require special testing conditions should contact the Special Needs Coordinator at 229.430.2854.

CAREER DEVELOPMENT CENTER

Start with the end in mind! Career Services, located in the Career Development Center, can assist with all stages of your career path, such as employment preparation, resume writing and review, mock interviews, employment opportunities, career portfolio development, apprenticeship opportunities, graduate tracking for job placement, and much more.

The Career Services Office provides training support for workforce development that prepares students for employment, improves their life skills and advances their personal growth.

The following services are provided by the Career Development Center

- Career skills assessments
- Career portfolio development
- Resume writing assistance and critiquing for career-related activities
- Internship and co-op opportunities
- Job listings for full-time and part-time jobs
- Career fairs
- Employability skills workshops and seminars
- Research on graduate and employer satisfaction
- Employment referrals
- On-site recruitment opportunities to employer

OFFICE LOCATION:

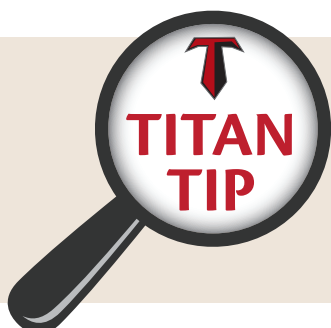
Career Development Center Building

HOURS OF OPERATION:

Monday - Thursday | 8:00 AM - 5:00 PM

Friday | 8:00 AM - 4:00 PM

Walk-ins are welcome and appointments are available, as needed. To schedule an appointment, please call 229.430.3939.



TIPS TO REDUCE TESTING ANXIETY

1. Study practice materials available online or stop by the AAC for extra help before the test.
2. Plan. Get a good's night rest, eat a good breakfast, and arrive early.
3. Relax. Use all the time you have. You do not get extra points for finishing early. Be confident and relax. You know more than you think you know.

DISABILITY SERVICES/SPECIAL NEEDS

Albany Technical College ensures that its facilities, programs and activities are accessible to individuals with disabilities. We are committed to providing equal access and reasonable accommodations to students with disabilities as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and strive to make programs and facilities accessible.

The Counseling and Special Needs Coordinator provides assistance and services to ensure accessibility and to meet the diverse needs of students with disabilities who are interested in and can benefit from the many programs offered at Albany Technical College. Moreover, all College activities, programs, services and organizations are open to all students, including those who have disabilities.

OFFICE LOCATION:

Kirkland Building, Office # 153

HOURS OF OPERATION:

Monday, Wednesday and Thursday | 8:00 AM – 5:00 PM

Tuesday | 10:00 AM – 7:00 PM

Friday | 8:00 AM – 4:00 PM

ADA STATEMENT:

In accordance with Section 504, no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by an Executive agency or the United States Postal Service. For more information on Section 504, contact Regina Watts, Albany Technical College Special Needs Coordinator, at (229) 430.2854 or rwatts@albanytech.edu.

DO I QUALIFY FOR STUDENT DISABILITY SERVICES?

Any student with a disability (physical or psychological) who has a documented need for classroom accommodations is eligible to receive services through the Special Needs office. Each student must provide documentation that indicates clearly what accommodations are appropriate in his or her individual circumstance.



SPECIAL POPULATIONS

The Special Population office is designed to assist students with support services, resource referrals, customized workshops and life skills. The program provides effective guidance to assist students in overcoming barriers to stay in school and achieve their career goals.

Special Populations serves students enrolled in Career and Technical Occupation programs and are members of one of the following Special Populations:

- Displaced Homemakers
- Single Parent (male or female)
- Non-Traditional Students
- Academically Disadvantaged
- Economically Disadvantaged

SERVICES AVAILABLE:

- Workshops
- Connections Groups
- Counseling Referrals
- Lending Library
- Lunch & Learns
- Childcare
- Bus Passes
- Gas Cards
- Clothing Closet
- Pantry



RETENTION SERVICES

Retention services are provided to meet the individual and collective needs of students while persisting toward credential completion and developing into lifelong learners. The Retention Office provides services to improve student retention and completion among academic programs, student engagement, and student success.

Complementing the efforts of the faculty, students are served through a personalized and structured approach that includes the use of an early alert management system, academic tutoring and assessment, skill development, and student centered workshops.

The Retention Office serves as a liaison that promotes student retention and student success to the campus community.

PLANNING FOR YOUR SUCCESS

Whether it is help with understanding your My Academic Plan (MAP) or knowing your resources, we can help you decide what it takes to be a successful student at Albany Technical College.

ACADEMIC DIFFICULTY

We understand that life does not always go as planned. Therefore, you should meet with the Retention Coordinator before making major academic decisions such as withdrawing from a class, changing programs, or when needing academic guidance.

OFFICE LOCATION:

Kirkland Building, Office 157

HOURS OF OPERATION:

Monday | 10:00 AM – 7:00 PM

Tuesday – Thursday | 8:00 AM – 5:00 PM

Friday | 8:00 AM – 4:00 PM

STARS

STUDENT TRACKING AND RETENTION SERVICES

The STARS Program supports students in building long-lasting skills needed in order to succeed and get the most out of a college education.

The STARS Team works with all College departments in developing initiatives to support the program's overarching goals by assisting first-year students. Although the STARS programs aims to assist first-year students, its benefits extend far beyond a student's first year. By approaching students from different angles, we are able to meet a greater number of individual needs. The STARS Team is committed to assisting first-year students develop self-advocacy, self-efficiency, and accountability skills needed to be successful.

The program targets first-semester students and consists of three key objectives:

- Encouraging the development of academic competence.
- Providing ongoing orientation to campus resources and services.
- Helping to identify early on students who require additional support.

STARS Team Members:

Retention Coordinator, Disability Services Coordinator and Special Populations Coordinator

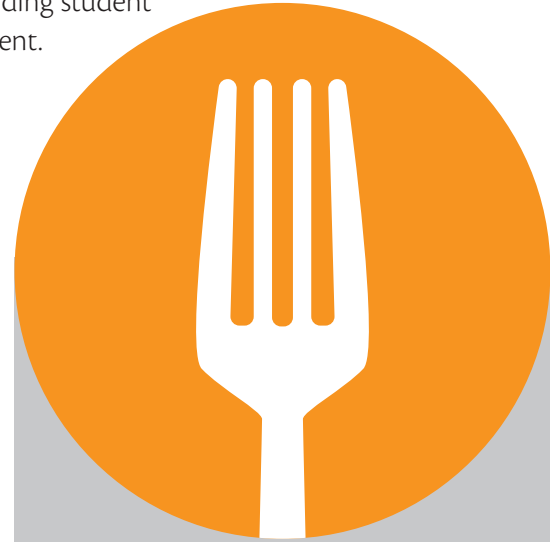
STUDENT LIFE

The office of Student Life supports the mission of the College by providing student engagement opportunities that promote a positive learning environment. Student Life provides a forum for students to create and express themselves through involvement in clubs and organizations, campus programs, and leadership programs. Students are encouraged to engage in activities that will enhance their social and academic goals and promote civic responsibility.

A student must be in good standing with Albany Tech and have a validated student ID card for the current semester to participate in any of these activities.

CLUBS AND ORGANIZATIONS:

- Ambassadors
- Criminal Justice Club
- Foundation Setters for Future Minds
- National Technical Honor Society
- Phi Beta Lambda
- President's Leadership Institute (PLI)
- SkillsUSA
- Student Fellowship for Christians (SFC)
- Student Government Association (SGA)
- Titan Alliance
- Veterans Advocacy Group
- President's Leadership Institute
- Titan Athletics : Men and Women's Basketball Teams
- Cheerleading Squad



DID YOU KNOW?

You can eat at our Titan Café for **\$3.50 or less.** The Titan Café is located in the Logistics Education Center, and you can check out the menu online as well.

HELP SECTION QUICK REFERENCE

Need to Change Your Major?

Contact the Registrar's Office at registrar@albanytech.edu or 229.430.5281 for a Change of Major Form.

Need to Update Address/ Phone Number?

Contact the Office of Admissions at admissions@albanytech.edu or 229.430.5281

Banner Web Access or Degree Works Locked?

Contact the Registrar's Office at registrar@albanytech.edu or 229.430.5281 or visit albanytech.edu (Click on Admissions > Click on Student Affairs > Registrar & Records)

Blackboard or Email Access Locked?

Contact the Titan HelpDesk located in Prosperity Hall Room #101 or #109 at helpdesk@albanytech.edu or 229.430.3497

Need help in your classes?

Contact our Academic Achievement Center at 229.430.0669 to schedule an appointment for tutoring or access tutors or login to your Blackboard account to access a Virtual Tutor with Tutor.com.

Albany Technical College Campus Map

Charles B. Gillespie, M.D. Center for Emergency Responders (EMR)
 Paramedicine/EMSP
 Fire Science
 Law Enforcement

Center of Excellence in Information Technology and Electronics (CEIT)
 Computer Inform. Systems
 Drafting
 Electronics
 Design and Media Production Tech.
 Electrical and Computer Engineering Tech.
 Civil Engineering Tech.

Career Development Center (CCT)
 Career Portfolio Workshops

South Entrance
 Titans Boulevard

Artisan Hall (AED)
 Adult Education
 Auto Collision Repair
 Cosmetology
 Electrical Systems Tech.

Manufacturing Technology Center (MTC)
 Economic Development & Distribution - Materials Management
 Bus. Logistics Mgmt.
 Certified Warehousing Distrib.
 Certif. Cust. Service
 Certif. Manuf. Spec.
 Certif. Warehouse. Dist. Spec.
 Lean Sigma Six
 Operations Management
 Continuing Education
 Customized Training
 ACT Center
 Industrial Systems Tech.
 Electromech. Engineering Tech.
 SASET Project

George M. Kirkland, Jr. Building (ADM)
 Student Affairs
 Welcome Center
 Start Right Desk
 Admissions
 Financial Aid
 Registrar
 Disabled Student Svcs.
 Testing Center
 Business Office/Cashier
 President's Office
 Public Relations
 Institutional Effectiveness
 Administration

Horticulture (HCL)
 Horticulture

Child Development Demonstration Center (CDV)
 Early Childhood Education

Nathaniel Cross Health Technology Building (HCT)
 Dental Assisting
 Health Information Tech.
 Medical Assisting
 Nursing A.S.
 Pharmacy Tech.
 Practical Nursing
 Patient Care Assisting
 Radiologic Tech.
 Surgical Tech.

Freedom Hall (FRE)
 Automotive Tech.
 Diesel Tech.
 Hotel Restaurant Tour.
 Marketing Mgmt.
 Welding
 Academic Achievement Ctr.
 Bookstore

Logistics Education Center (LEC)
 Culinary Arts Institute
 Library Media Center
 Logistics
 Online Learning
 Student Center
 Titans Café

Carlton Construction Academy (CCA)
 Air Conditioning Tech.
 Building Maintenance
 Carpentry
 Construction Mgmt.
 Masonry
 Plumbing

Prosperity Hall (PRO)
 Accounting
 Business Admin. Tech.
 Business Management
 HELPDESK- Room 109

East Entrance
 Success Drive

TO DOWNTOWN

NEWTON ROAD / HIGHWAY 91

LOWE ROAD

SEAPPY BOULEVARD
 TO AIRPORT

TO DAWSON ROAD AND LEE COUNTY



Emergency Telephone

CAMPUS POLICE: 229.430.4711
 albanymtech.edu



Dougherty County Campus: 229.430.3500 | Randolph County Learning Center: 229.732.5280
albanytech.edu

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