



REGISTRATION NAVIGATION GUIDE

albanytech.edu



ALBANY
Technical College

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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 any 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

BOOKSTORE LOCATION: FREEDOM HALL | PHONE: 229.430.3512

Books and supplies can be purchased 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.

IMPORTANT CALENDAR DATES & DEADLINES

Please refer to the Student Calendar and 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)
- Last day to Drop without ANY penalty (First 3 days of A&B Term only)
- Last day to Withdraw w/o Academic penalty-(Financial Aid may possibly be affected)

PROGRAM ADVISEMENT/CLASS REGISTRATION/GRADUATION

- Registration for New Students: Meet with an Advisor in the Advising 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.

My Program Advisor is _____

Advisor Location & Contact # _____

QUICK REFERENCE CONTACTS

ACADEMIC ADVISEMENT/CHANGING MAJOR

Contact the Academic Advising Center located in Nathaniel Cross Health Technology Building.

KENNOSHA HAWKINS

229.430.5780

khawkins@albanytech.edu

CINDY HUGHES

229.430.0555

chughed@albanytech.edu

BANNERWEB ACCESS LOCKED? DEGREEWORKS?

Contact the Registrar's Office:

registrar@albanytech.edu or 229.430.5281

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:

helpdesk@albanytech.edu or 229.430.3497

FINANCIAL AID ISSUES?

Contact the Office of Financial Aid:

finaid@albanytech.edu

229.430.5281

UPDATE ADDRESS/PHONE NUMBERS

Contact the Office of Admissions:

admissions@albanytech.edu

229.430.5281

LIBRARY SERVICES

The Anthony O. Parker Library is located in Logistics Education Center on the 2nd floor. The library hours of operation are:

- Monday –Thursday 8:00am – 8:00pm
- Friday 8:00am – 4:00pm
- Saturdays 9:00am – 12:00pm
- Sundays Closed

FREE TUTORING

Contact the Academic Achievement Center located in Freedom Hall Room #110

www.tutor.com

ACADEMIC APPEALS

SHAMONICA HOWARD, STUDENT NAVIGATOR

229.430.5781

showard@albanytech.edu

ONLINE NEW STUDENT ORIENTATION REVIEW

If you would like to review any of the information discussed during this presentation, you are now able to go online to review it again.

- Visit to the ATC website – www.albanytech.edu
- Click on Admissions
- Click on New Student Orientation

MY TITANS BANNERWEB INSTRUCTIONS

PRINT YOUR STUDENT DETAIL SCHEDULE

FROM A TITAN RED KIOSK (ON CAMPUS) OR [HTTPS://MYTITANS.ALBANYTECH.EDU](https://mytitans.albanytech.edu) (ONLINE)

- 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

FROM THE ATC WEBSITE:

- Go to www.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
- 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

C → **Grade Mode:** Normal Grading Mode

D → **Credits:** 1.000

E → **Level:** Credit Hour Level

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

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
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. We have 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., will be online
- K. Instructor: Name of the teacher for the class

DEGREEWORKS STUDENT ADVISING

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”

Your

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 *jdoe3456@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 (Example - 05201989)

CLICK

“**Sign In**”



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

Your Email Address will be:

Example: *jdoe6789@student.albanytech.edu*



FOR HELP WITH YOUR STUDENT EMAIL ACCOUNT,
CONTACT THE HELP DESK.

Call the Help Desk at 229.430.3559, 229.430.3497,
877.261.3113 (toll free) or email helpdesk@albanytech.edu

ACCESSING BLACKBOARD and CONFIRMING ATTENDANCE for ONLINE COURSES

HOW TO ACCESS BLACKBOARD:

1. Go to <https://albanytech.blackboard.com>.
2. Enter your Username as 20_900xxxxxxx(your student ID#).
3. Click on *Forgot Your Password*, under the password area. Choose an option to retrieve your password. Enter your information for one option only. You will receive an email in your ATC student email to reset your password.
4. Your list of courses for the current semester and the student blackboard orientation course will show up.

HOW TO ACCESS 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 complete your confirm attendance. If you are registered for a class after the first day of the semester, you must login on that day to complete your 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 the Course Attendance Confirmation Quiz Instructions.
4. Take the 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. **Students will not have access to online classes until the first day of class. (Students who register late MUST allow 24 hours after registration to be granted access to course(s) in Blackboard.)**

FOR ANY ISSUES,
CONTACT THE HELP DESK
AT 229.430.3497



ALBANY
Technical College®

STUDENT SERVICES

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.

JUDY JIMMERSON

Associate Vice President of Career Services
229.430.3514
jjimmerson@albanytech.edu

JULIE PETTWAY

Career Services Specialist
229.430.0516
jpettway@albanytech.edu

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.

CAITLIN BAILEY

Retention Coordinator
Kirkland Building, Rm #157
229.430.3558
cbailey@albanytech.edu

SPECIAL NEEDS / DISABILITY SERVICES

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.

REGINA WATTS

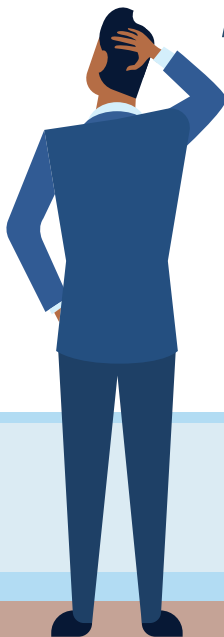
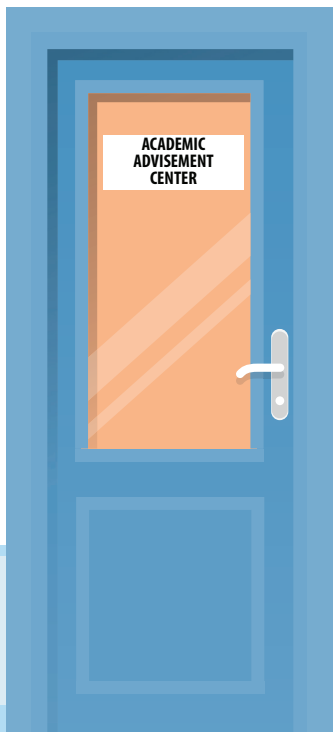
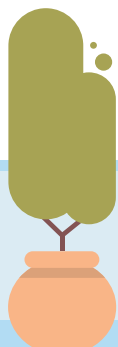
Special Services Director
Kirkland Building, Rm #156
229.430.2854
rwatts@albanytech.edu

SPECIAL POPULATIONS

Ensure services are provided to students in need that may cause barriers to success. Services to maximize success of single parents, displaced homemakers, nontraditional students of whom are economical disadvantaged by working in cooperation with community agencies; family friendly housing, bus passes, medical assistance, and community referrals. Provides student success workshops, and women's support group.

CARLAMETRESS JESTER HARRELL

Special Populations Coordinator
Career Development Center, Rm #108
229.430.6144
cjester@albanytech.edu



ACADEMIC ADVISEMENT CENTER

The doorway to achieving success at
Albany Technical College



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, PLEASE CONTACT ONE OF THE FOLLOWING:

Professional Services and Early Childhood Care and Education Programs:

Danton Wims | 229-430-5307 | dwims@albanytech.edu

Business, Technical and Industrial Programs:

Carrie King | 229-430-5396 | cking@albanytech.edu

Healthcare and Law Enforcement Programs:

Tora Lemon | 229-430-5783 | tlemon@albanytech.edu

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. Warehous. Dist. Spec.
 Lean Sigma Six
 Operations Management
 Continuing Education
 Customized Training
 ACT Center
 Industrial Systems Tech.
 Electromech. Engineering Tech.
 SASSET 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

Emergency Telephone

