Visiting Students

Summary

Overview of how visiting students can register for classes at A-B Tech

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You're considered a visiting student if you meet at least **ONE** of the following conditions:

- You already have an Associate's degree or higher.

- You are currently enrolled as a student at another college or university.

And you meet **BOTH** of the following conditions:

- You do not intend to enroll as a full-time student (12 or more credits/semester).

- You do not intend to pursue a degree, diploma, or certificate at A-B Tech.

Enrollment Steps for Visiting Students

If you're currently enrolled at another college/university and would like to take courses at A-B Tech to transfer back to your school, here are the steps you need to take:

1. Check with your own college or university first to learn the necessary credit transfer process, and find out which credits from A-B Tech will be accepted.
2. Review our course offerings and all prerequisite/placement requirements for any course you want to take at A-B Tech.
3. Complete a general application to the College at abtech.edu/admissions.
4. If you're registering for courses that have prerequisites/placement in Math or English, you may submit an unofficial transcript to advising@abtech.edu. Please use your student email account and include your name, date of birth or student ID number, phone number, and the course(s) you wish to take. Alternatively, you may come in person during normal business hours for walk-in advising in the Bailey Building (#5 on our campus map). Walk-in advising is first-come, first-served, and there may be a wait.
5. Accept the Payment Agreement.
6. Register for your desired course(s).
7. After you've registered, visit bookstore.abtech.edu to search for required books. Also, it is important that you view your class schedule to make sure you understand the delivery method, location, dates, and meeting times (if applicable) of each class.
8. After you complete the course(s), have A-B Tech send a copy of your

transcript to your home college/university.

Key Words: visiting students, visiting, visitor, visit, transfer credits, transfer, transferred

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