

**Albany State University**  
**MOWR Program Admissions Process**

MOWR students may enroll in an Associate of Art or Associate of Science core curriculum program. Applicants for this program must submit to the MOWR Coordinator in the West Campus Admissions Office, the following items:

**Needed before you are accepted:**

- a. A properly completed application for admission.
- b. A transcript of secondary school credits completed to date with a minimum cumulative grade point average of 3.0 in academic subjects or a numerical average of 80.
- c. Scores meeting the following criteria:

Test	Reading (SAT) English (ACT)	Math
SAT	24	22
ACT	17	17

**OR**

Test	Reading	WritePlacer/English	Algebra
ACCUPLACER	63	4	MATH 1111- <b>79</b> MATH 1001- <b>67</b>
COMPASS	74	60	<b>47</b>

Any SAT taken after March 2016 has new scoring. Old SAT scoring would be a 430 Critical Reading and 400 Math.

**Haven't taken the National SAT or ACT?**  
**Take our Accuplacer exam or Institutional ACT!**

Accuplacer- 1<sup>st</sup> test is **FREE!**

Institutional ACT- \$60

If you would like to schedule the Accuplacer exam or Institutional ACT, please contact our West Campus Testing Center at 229-317-6735, [asutesting@asurams.edu](mailto:asutesting@asurams.edu), or visit their webpage

<https://www.asurams.edu/Academics/testingcenter/> for test registration.

**Needed before you can register:**

- d. Immunization Records
- e. Lawful Presence
- f. Parent Consent Form
- g. A Student Participation Agreement must be completed and turned in each semester

## Steps to Complete

1. **Determine your academic needs and schedule availability.** Before you can decide if the program is right for you, you and your parent should determine if dual-enrollment is a good option for you. You will first need to meet with your high school counselor to determine eligibility. You can meet with Kristin Speegle to see the schedule of available courses for the semester you plan to begin, or you can also find a link to the open courses. To see courses visit [asurams.edu](http://asurams.edu) and click students at the top left corner. Click Banner Web for Fall 2017.

\_\_\_\_\_ Check here when you have discussed eligibility with your high school counselor.

\_\_\_\_\_ Check here when you have discussed the program with the MOWR Coordinator at ASU.

2. **Apply for admission to Albany State University.**

Please go to [www.asurams.edu](http://www.asurams.edu) and click **Apply NOW!** to print off an application or pick up an application in the West Campus Admissions Office, 2400 Gillionville Road, Building K. You can drop this off at our Admissions Office or scan and email it to [Kristin.speegle@asurams.edu](mailto:Kristin.speegle@asurams.edu).

### **A full application includes the following:**

\_\_\_\_\_ ASU admissions application (do not submit online application)

\_\_\_\_\_ Official copies of high school transcripts (or middle school transcript showing high school credit)

\_\_\_\_\_ Certificate of immunization

\_\_\_\_\_ Official SAT, ACT, Accuplacer, or COMPASS test scores sent to the college (the college offers the Accuplacer and Institutional ACT; call 229-317-6735 for more information)

\_\_\_\_\_ Parental Consent Form

\_\_\_\_\_ Student Participation Agreement

\_\_\_\_\_ Lawful Presence

For any questions about these items, please contact the MOWR Coordinator, Kristin Speegle (Krocket), at [Kristin.speegle@asurams.edu](mailto:Kristin.speegle@asurams.edu)

### **MOWR Registration Process**

3. **Register for classes.** When you have been accepted into Albany State University, you will receive a letter notifying you. You cannot register for courses until you have been accepted to the program and taken care of all holds. If this is not your FIRST semester, you will receive a letter notifying you of when to register for classes for the coming semester. You will need to complete another Student Participation Agreement (SPA) with your counselor and bring it to your registration appointment (this form must be completed each semester before registration). You can email [kristin.speegle@asurams.edu](mailto:kristin.speegle@asurams.edu) or call 229-317-6942 to schedule a registration appointment. MOWR students can register early (during web registration time), so be sure to get all of your paperwork set early!

Assessing course schedule:

1. Go to [www.asurams.edu](http://www.asurams.edu)
2. Click on students (located on the top left hand side in the gray shaded area).
3. Scroll down click Banner Web for Fall 2017
4. Click Schedule of Classes
5. Search by Term
6. Click the Subject you are searching

To see a list of approved courses for MOWR please follow the steps below.

Assessing approved courses:

1. Go to [www.gafutures.org](http://www.gafutures.org)
2. Click Move On When Ready (located on the right side under News You Can Use)
3. Click Course Directory and click on MOWR Course Directory blue link
4. Select Albany State University

\_\_\_\_\_ **Check here when you have completed a SPA with your high school counselor.**

\_\_\_\_\_ **Check here when all holds have been taken care of.**

\_\_\_\_\_ **Check here when you have made an appointment to register with the MOWR Coordinator.**

(Fall and Summer pre-registration usually begins in April, Spring pre-registration usually begins in November)

## **COMPLETE before classes begin:**

### **4. Get ready for the semester!**

#### **ID and Username Lookup**

- Go to <https://idlookup.asurams.edu/> to look up your username
- Put in the information and hit submit
- Write down your 900 number and your Username

- Follow the Activation Steps-Follow email steps below under Office 365
- Password-try P@ssword!2 as your password (if this does not work try resetting your password)

#### **Banner Web**

1. Go to asurams.edu
  2. Click Students at top left corner
  3. Under East or West Campus click Banner Web for Fall 2017
  4. Click Login to Secure Area
  5. User ID: Your 900 Number
  6. Password: DOB in MMDDYY Format
- Explore the different links that are available Banner Web
  - Both give you access to Banner Web-explore these links
  - Call Tech Help at 229-317-6704 (West) 229-430-4909 (East) for help with your username and password if you have problems or any other IT questions. You can also submit a service request at <http://helpdesk.asurams.edu>.

#### **Office 365**

**This is your official email account.** You can get to this by clicking student email instead of Banner Web from the ASU student homepage. You must log in to this account frequently to check emails. You will use username@students.asurams.edu and put in your password P@ssword!2. If this password does not work, please reset it on password help. If you have trouble, please contact IT.

#### **How to log into online courses (D2L):**

- If you are taking online classes you will need to follow these instructions and follow the online class form in your new student packet.
  1. Go to asurams.edu and click Students at the top, left-hand corner of the screen
  2. Click Online Courses (D2L)
  3. Log in using your username and password

**My username is \_\_\_\_\_ My password is \_\_\_\_\_**

5. After you have been registered for classes you will be able to obtain a student ID, a parking decal from the police, and obtain your books for your classes.

\_\_\_\_\_ **Check here when you have obtained a student ID (must be registered for at least 24 hours before getting ID).**

#### **Hours of Operation**

Monday through Friday 8:00 am through 5:00 pm

#### **West Campus (IT Help Desk Room A-153)**

Contact: 229.317.6704

\*Must have current schedule with ID number in hand to have ID made

#### **East Campus (James Pendergrast Library, Room 107)**

Contact: 229.434.8422 or 229.434.8437

Email: [cardservices@asurams.edu](mailto:cardservices@asurams.edu)

\*Must have current schedule with ID number in hand to have ID made

\_\_\_\_\_ **Check here when you have received your parking decal**

**PUBLIC SAFETY: East Campus 504 College Drive Albany, GA 31705, West Campus: A-133**

Office Hours  
Monday - Friday  
8:00 a.m. -5:00 p.m.  
West: 229-317-6316, 229-317-6315  
East: 229.430.4711

**\*PUBLIC SAFETY\***

\*Please visit <https://www.asurams.edu/wp-content/uploads/Purchasing-A-Parking-Permit.pdf> to follow instructions for purchasing a parking permit. The cost is \$15 for a student decal. \*Follow instructions on parking pass sheet\*

\_\_\_\_\_ **Check here when you have picked up your books (available one week prior to classes starting)**

*\*\*You will need to take your stamped and signed schedule and your signed book release to the Bookstore to pick up your books (located beside the Student Center on West Campus and inside the Student Center on East Campus).*

### **Submittals for Payment**

6. If you are enrolled as a MOWR student you need to put in an application to pay for your tuition. You will need to complete a MOWR scholarship application on [gafutures.org](http://gafutures.org). Once you have completed the MOWR scholarship application your high school counselor will need to approve it. Once the counselor has approved it the MOWR Coordinator will submit you for payment. This needs to be done each semester you want to enroll as a MOWR student.

- [www.gafutures.org](http://www.gafutures.org)
- News You Can Use
- Move On When Ready
- Application Procedure and Deadline

- If you attend a public or private school you will have to submit one online
- If you are a homeschool student you will need to turn in a paper application to the MOWR Coordinator

\_\_\_\_\_ **Check here when you have submitted your MOWR scholarship application.**

7. For **homeschool** students only:

- You will need to make sure you complete a homeschool participation agreement each year you are enrolled as a MOWR student and mail to Georgia Student Finance Commission.

**\*Please be aware MOWR students will owe money for any course related fees and tuition, books, and fees for unapproved classes.**