

Application Procedures

1. To begin the application process for concurrent enrollment, start by going to Arkansas Tech's website at www.atu.edu. Once on the homepage, click the "Apply Online" option under the "I Want To" heading.



2. You will then be prompted to declare residency. If you are a resident of Arkansas, select "Yes". If you are not a resident of Arkansas, select "No". Click Continue.

A screenshot of a web form titled 'Please answer the following'. It asks 'Are you a resident of Arkansas? *' with two radio button options: 'Yes' (selected) and 'No'. A 'Continue' button is located at the bottom of the form.

3. If you are a first-time user, click the "First time user account creation" link below the Login button. If you have a Login ID and PIN, proceed to step 5.

Admissions Login

Home

A screenshot of the 'Admissions Login' page. It includes a 'Home' link at the top. The main content area has several sections: 'Log-on Code Creation' with a note about first-time users; 'Returning with Codes?' with instructions for returning users; 'Questions about Admission?' with contact information for Undergraduate, International, Ozark Campus, and Graduate admissions; and a 'Clery Report' section. At the bottom, there are input fields for 'Login ID:' and 'PIN:', a 'Login' button, and a link for 'First time user account creation'.

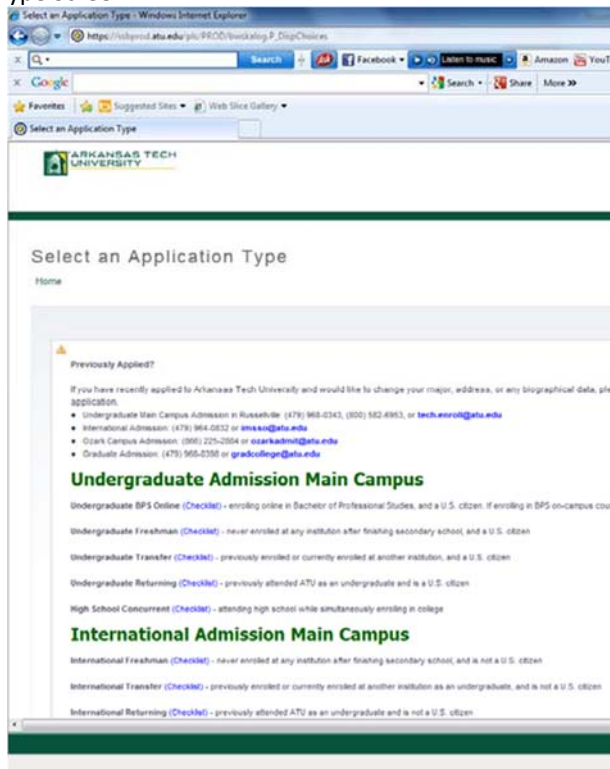
4. Create a login ID and PIN that you will remember. Your PIN must be at least 6 characters long.

Admissions Login - New User

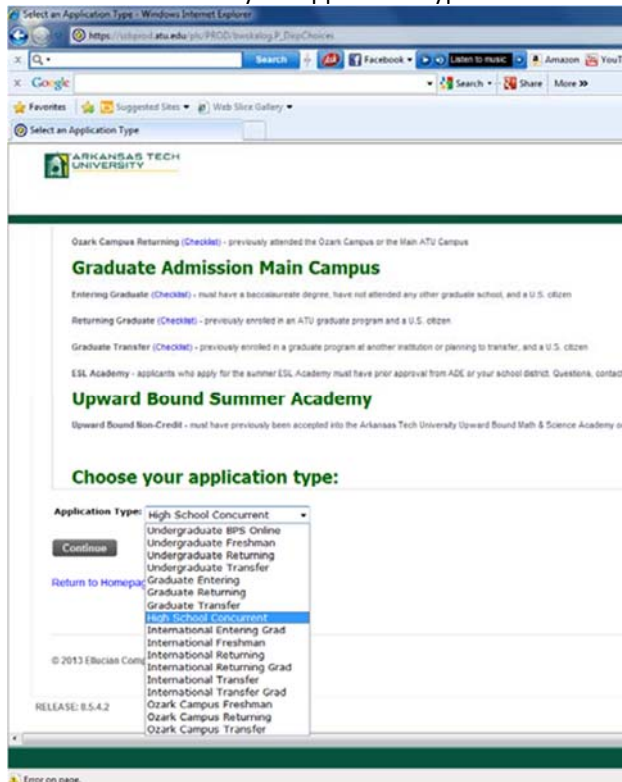
Home

A screenshot of the 'Admissions Login - New User' page. It features a message box at the top stating: 'Please create a Login ID and PIN. Your Login ID can be up to nine a select Login. Your Login ID and PIN will be saved.' Below this are three input fields labeled 'Create a Login ID:', 'Create a PIN:', and 'Verify PIN:'. A 'Login' button and a 'Return to Homepage' link are positioned at the bottom of the form.

5. After you login, you will continue to the Application Type Screen.



6. Scroll to the bottom of the screen and select High School Concurrent as your application type.



7. On the next screen, you will choose the term you wish to begin concurrent enrollment. Then, fill in your name.

Apply for Admissions

Home

Select an Admission Term and Enter Your Name

Term Beginning Dates

Mini Term	Fall	Spring	Summer I	Summer II
Month Varies	August-December	January-May	June	July

* - indicates a required field.

Application Type: High School Concurrent

Admission Term:

First Name:

Middle Name:

Last Name:

[Fill Out Application](#)

[Return to Application Menu](#)

8. Once you have filled in the basic information, you will be taken to the Application Checklist screen. The blue circles next to each section identify the areas you have not completed in your application. You can begin completing these sections by clicking on the name link.

Application Checklist

Home

Student Certification

You have successfully logged on to the application entry process and accurate. It is understood that to be considered for admisc information requested or giving false information may make you

As you complete the application, a checkmark will appear by ea and want to submit. After submitting your application, an applica

- Name
- Parents Address
- First Address and Phone
- Planned Course of Study
- Personal Information
- High School
- Parental Information
- Additional Information

[Application is Complete](#) [Finish Later](#)

[Contact our Concurrent Enrollment Coordinator.](#)

9. On the name screen, you will fill in your name. If you go by any name other than your first, please identify that in the preferred name section. Fill out the other questions as they apply to you.

Name (Checklist item 1 of 8)

Enter your name information.

When completing sections, selecting **Checklist** saves your changes and Use the **Return to Checklist** without saving changes link to navigate to di

* - indicates a required field.

Last Name:* Wonderboy

First Name:* Jerry

Middle Name:

Previous Last Name:

Preferred Name: J Dog

Have you previously attended ATU?:* Yes No

Have you previously applied to ATU?:* Yes No

Checklist **Continue** **Finish Later**

[Return to Checklist without saving changes](#)

10. You will continue to the Address and Phone screen where you will fill in where you permanently reside. Make sure to include the house number, PO Box number, or apartment number in the street line.

First Address and Phone (Checklist item 2 of 8)

Enter your permanent address. ATTENTION ONLINE STUDENTS: Due to other states' regulations, Arl Massachusetts, Minnesota, Nevada, North Carolina, Ohio, Oregon, and Washington. Please contact you

* - indicates a required field.

Permanent Address

Street Line 1:* 1605 Coliseum Dr

Street Line 2:

City:* Russellville

State:* Arkansas

Zip Code:* 72801-8819

County (not country):* AR-Pope

Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):* -

Checklist **Continue** **Finish Later**

[Return to Checklist without saving changes](#)

11. On the next screen, you will identify your citizen status, email address, social security number, gender, ethnicity and date of birth. Make sure to fill in the ethnicity information with a selection that represents you the closest. You will then answer whether or not you have any relatives who attended ATU and if you are an Arkansas resident.

Personal Information (Checklist item 3 of 8)

Enter your personal information. Ethnicity is a required field on our application due t

Social Security Numbers (SSNs) are needed to process any federal or state financi employment.

When entering your e-mail address you will need to verify it by entering it again. If s

* - indicates a required field.

What is your citizen status?:* Citizen

Email Address:* jerry.wonderboy@atu.edu

Verify e-mail address:* jerry.wonderboy@atu.edu

SSN (XXXXXXXX):* 111223333

Gender:* Male Female

Ethnicity:* Other/Unknown

What is your ethnicity?

Ethnic Category:*

Hispanic or Latino

Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African An
<input type="checkbox"/> American Indian-Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African An

Date of Birth:* Month: March Day: 03

Have any of your relatives attended ATU?: Multiple

Are you an Arkansas resident?:* Yes No

Checklist **Continue** **Finish Later**

[Return to Checklist without saving changes](#)

12. On this screen, you will fill in information about your guardians.

Parental Information (Checklist item 4 of 8)

Parental or emergency contact should be documented on this form. Choose the relationship and t View another Relative.

Relationship: Father

Last Name: Wonderboy

First Name: Jerry I

Middle Name:

Phone Number (xxx)-(xxxxxxx) (xxxxxxxxxx extension): -

Enter or View another Relative

Checklist **Continue** **Finish Later**

[Return to Checklist without saving changes](#)

13. You will continue to fill in your guardian's information on this screen by filling in their address. Fill this section in even if you have the same address.

Parents Address (Checklist Item 5 of 8)

Enter your parent or emergency contact address information.

Parent 1

Street Line 1: 1605 Coliseum Dr

Street Line 2:

City: Russellville

State/Province: Arkansas

Zip Code: 72801-8819

Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

14. Since you will be concurrently enrolled and have not graduated high school yet, you will select that you are a Non-Degree Seeking student.

Planned Course of Study (Checklist item 6 of 8)

Choose your major. To declare a double major or include a minor visit to [this page](#).

Students who choose to be Non-Degree Seeking are *ineligible* for federal financial aid.

* - indicates a required field.

First Major Choice:

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

15. You will fill in the information regarding your high school and graduation date on this screen. If you do not know the exact date of your graduation, please fill in May 1 of the year you are expecting to graduate.

High School (Checklist Item 7 of 8)

Use the [Lookup High School Code](#) link to search for your school code. The page allows you to search by school name, city, or state.

If you were home schooled, enter HOME for the high school code. If you earned your GED or are an international student, enter FRGN for the high school code. If you cannot find your high school name in the list, enter the name of your high school in the name field.

Select Enter or View another High School to enter information about additional high school.

* - indicates a required field.

High School Code: 042195 [Lookup High School Code](#)

If School not found:

High School Name: Russellville High School

High School State: Arkansas

Graduation Date: Month May Day 16 Year (YYYY) 2016

Enter or View another High School

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

16. In this section, you will answer each of the questions by checking yes or no.

Additional Information (Checklist Item 8 of 8)

Please enter your answers to the questions. Each answer can be up to 2000 characters in length.

Arkansas Tech University prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, religion, age, veteran status, or procedures. This includes, but is not limited to, admission, employment, financial aid, or educational services. Arkansas Tech University also prohibits discrimination based on Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Equal Opportunity Act of 1989. The Affirmative Action Office, Administration Building, Suite 212, has been designated to coordinate compliance efforts.

To qualify as a resident for tuition purposes, an undergraduate student must have maintained residency for a least 6 months immediately prior to the start of the academic year. Graduate and international residency requirements for tuition purposes are also listed on this page. For more information on international residency requirements, contact the International Student Services Office (ISSO) at (479) 968-0272.

* - indicates a required field.

By checking yes, I verify that I have received approval by a secondary school official to participate in concurrent enrollment courses. Yes No

I plan to take college courses in Russellville on the main campus. Yes No

I plan to take main campus courses off-site on the Ozark campus. Yes No

I plan on taking ATU courses through Virtual Arkansas/Early College. Yes No

I plan on taking college courses that have been specifically arranged by my high school taught by my high school. Yes No

Have you ever been convicted of, or pleaded no contest to, a crime other than a minor traffic violation? Yes No

Do you have any criminal charges pending against you? Yes No

Have you ever been expelled, dismissed, suspended, or placed on probation by any school (for non-academic reasons)? Yes No

Checklist Continue Finish Later

17. Once you have finished the questions, your application is complete. If you skipped over any section, you will still have a blue circle next to that section. If you have all red checks, your application is ready to be submitted.

Student Certification

You have successfully logged on to the application entry page and accurate. It is understood that to be considered for admission, you must provide accurate information requested or giving false information may make you ineligible for admission.

As you complete the application, a checkmark will appear next to each section and you will want to submit. After submitting your application, an application status will be displayed.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Parents Address
<input checked="" type="checkbox"/> First Address and Phone	<input checked="" type="checkbox"/> Planned Course of Study
<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> High School
<input checked="" type="checkbox"/> Parental Information	<input checked="" type="checkbox"/> Additional Information

Application is Complete Finish Later

[Contact our Concurrent Enrollment Coordinator.](#)

18. Once you click submit application; you will be taken to this screen where you will verify that all of the information you provided was truthful.

Admissions Agreement

Home

You must agree to the terms below, or you will be directed back to the application entry page. I understand that withholding information requested on this application is subject to dismissal. I have read this application and certify that the information provided is true and accurate.

I agree to the terms

I do not agree

19. Once you have agreed to the terms, you will be directed to a screen confirming that you have submitted your application successfully.

20. Once you have completed the online admissions application, please submit your official high school transcript, test scores, immunization records documenting 2 MMR vaccinations and a signed student MOU located at:

<http://www.atu.edu/admissions/docs/StudentMOU.pdf>

to the Office of Admissions to complete your admissions profile.

ATU Office of Admissions
105 West O Street
Brown Hall, Suite 104
Russellville, AR 72801

21. After completing all of the admissions requirements listed above, please contact the Office of Concurrent Enrollment by email concurrent@atu.edu or by phone (479) 356-2188 to register for classes.

If you experience any problems, or are unable to complete the application, please contact Campus Support at (479) 968-0646 or e-mail campussupport@atu.edu.