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.

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.

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

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.
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.

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.

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.

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

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.

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.

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

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.

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.
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.