

# 2022 - 2023 GRADUATE CATALOG

## STUDENT SERVICES

### International Student Services

The International and Multicultural Student Services Office provides support services designed to enrich the college experience for multicultural and international students. The office provides the opportunity for cultural exchange and aids in helping all ATU students develop global competence to appreciate cultural differences.

The office offers a wide range of services for international students, including orientation, immigration updates, cross-cultural programming, and other support services necessary to ease the transition of international students into the U.S. culture. American college students play a vital role in this process by volunteering to serve as mentors to new international students through the Global Connect program.

Additional information may be obtained by calling (479) 964-0832, email at [imsso@atu.edu](mailto:imsso@atu.edu), or online at [www.atu.edu/imsso](http://www.atu.edu/imsso).

### Veterans Benefits

ATU is approved by the State Approving Agency (SAA) as a school whereby eligible veterans and veterans' beneficiaries may use educational benefits while working toward a degree. Eligible students should contact the Office of Veteran Services to obtain information regarding school attendance under the following programs: Title 38, Chapter 33, Post-9/11 GI Bill® (*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>*); Title 38, Chapter 30, Montgomery GI Bill® Active Duty; Title 38, Chapter 32, Veterans Educational Assistance Program; Title 38, Chapter 35, Survivors and Dependents Education; Title 10, Chapter 1606, Montgomery GI Bill® for Selective Reserves; and Title 10, Chapter 1607, Reserve Educational Assistance Program.

All students must be working toward a degree and should follow the curriculum outline for their objectives, since only specific courses may be applied toward VA certification and graduation. Enrollment certification will not be sent to the Department of Veteran's Affairs until the person applying for

veteran's benefits has been admitted to the University and prior credit evaluated. Students must request certification for each term to be certified and are responsible for notifying the certifying official of any changes in enrollment status or eligibility. Veterans may be given placement credit for prior military training by providing an official military transcript or DD-214.

All active duty military service persons and veterans eligible under the GI Bill® as determined by the VA who are classified as "out-of-state" for tuition purposes shall receive a waiver of out-of-state tuition charges. ATU complies with Section 702 of the Veterans Choice Act. For additional information, please contact the Office of Veteran Services. See also "In-State Tuition for Military Personnel, Veterans and Dependents" in the Fees and Expenses section of this catalog.

The Office of Veteran Services is located in the Doc Bryan Student Services, Suite 104. Students may stop by the Office of Veteran Services or call (479) 968-0445 if they have questions or need assistance in applying for their benefits.

### Health and Wellness Center

Recognizing that optimum health is essential to effective learning, the university maintains health services available to all students. The Health and Wellness Center, located in Doc Bryan, Suite 119, provides confidential treatment of minor injuries and illnesses through a well-equipped facility and within the scope and practice of the registered nurse and certified nurse practitioners who staff the center full-time. The nurses make appropriate referrals to local health care providers when necessary.

The university assumes no financial responsibility for student care other than that provided by the Health and Wellness Center. Students are urged to carry their own health insurance.

In addition to clinical services, a wide range of health promotion and educational programs are provided in a variety of campus settings.

### Counseling Services

Counseling services provides counseling, consultation, and outreach to the ATU community. The counseling staff is committed to promoting the educational mission of the university by working with the campus community to establish and maintain healthy and effective behavior patterns and lifestyles that enhance learning and personal development. The range of services provided includes personal counseling for students in individual, couples, or group sessions. The staff provides consultations to students, parents, staff, faculty and administration. There is a small library of self-help books and videos, and a variety of informational brochures available. Presentations and outreach programming are scheduled throughout the year and are available upon request.

For more information, please visit: [www.atu.edu/cs/center](http://www.atu.edu/cs/center).

### Disability Services for Students

The Office of Disability Services (DS) facilitates reasonable accommodations in programs, services, and activities to enable students with disabilities access to the same opportunities as their peers. Disability Services staff make accommodation determinations based on documentation provided by the student, including medical and psychological evaluations. Students must self-identify through an application process and meet with a Disability Services staff member for determination and facilitation of reasonable and appropriate accommodations. For information on registering with the Disability Services office or to make an appointment with a staff member, please call (479) 968-0302, TTY: (479) 964-3290, email at [disabilities@atu.edu](mailto:disabilities@atu.edu), or stop by the office located in the Doc Bryan Student Services Building, Suite 141. An online application for services can be found at [www.atu.edu/disabilities/](http://www.atu.edu/disabilities/)

### **University Testing Center**

The University Testing Center administers standardized and institutional examinations including the ACT, Next Generation ACCUPLACER, Miller Analogies Test, Test of English as a Foreign Language (TOEFL), PRAXIS, TEAS, and credit by examination (CLEP). The University Testing Center is located in Doc Bryan, Suite 141. Students may contact testing center staff via phone (479) 968-0301, TTY: (479) 964-3290, or via email: [utds@atu.edu](mailto:utds@atu.edu). Tests that require payment through ATU may be paid by credit card in the University Testing Office, and cash payments may be accepted in the Office of Student Accounts, Brown Hall, Suite 241. For additional information regarding testing schedules, students may visit [www.atu.edu/testing](http://www.atu.edu/testing)

### **Norman Career Services**

The Norman Career Services office is dedicated to educating and professionally preparing students to meet their career goals. The office provides students and alumni a variety of resources on-campus and through the website at [www.atu.edu/career](http://www.atu.edu/career). The Norman Career Services office also provides an online career management program, Handshake, for students and graduates who are searching for internships, on-campus, part-time, and/or full-time positions. Beginning with the student's freshmen year, all students are encouraged to take self-assessments through FOCUS 2. The staff is available for private appointments to assist students and alumni with their career goals, resumes, cover letters, and personal marketing plans. Additionally, outreach programs for students are available including professional development workshops, classroom visits, custom student organization workshops, and employer events.

Employers partner with the Norman Career Services office to post employment opportunities through Handshake, as well as to arrange for additional opportunities to grow their on-campus presence. Events such as career fairs, information sessions, corporate mixers, and interviews are all arranged through Norman Career Services. By ensuring that ATU graduates are given every opportunity for success, Norman Career Services strives to inform students and prepare them to be successful in the workforce.

Additional information concerning Norman Career Services may be obtained by visiting the website at [www.atu.edu/career](http://www.atu.edu/career), by calling (479) 968-0278, or by emailing [career.services@atu.edu](mailto:career.services@atu.edu).

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## **Textbook Brokers at ATU**

Your campus bookstore is located at 1400 N Arkansas Ave, right next to Feltner's Whatta-Burger. Textbook Brokers carries all required course materials, including textbooks. Here, you can buy, rent, or digitally download all required course materials for your time at ATU. The Bookstore has a large selection of Tech gear and apparel. School supplies, electronics, and graduation regalia are also available.

### **Textbook Refund Guidelines**

The Bookstore will issue full refunds in the original form of payment for textbooks purchased at the Bookstore if returned in the original condition, within the first week of class. Within 30 days of the first day of classes, textbooks will be refunded with an original receipt and with a valid proof of add/drop. Refunds outside of that window are at the managers' discretion.

### **BuyBack/Rental Return Information**

Textbook Brokers buys back textbooks year round. If you have books you have purchased that can be sold back, visit Textbook Brokers to receive a quote. Textbook Brokers offers cash back on books regardless of where they were initially purchased. Rental books are due at the end of each semester they are issued, on the last day of finals. Each rental book from Textbook Brokers should be marked with a sticker on the back of the book designating the return date.

Please visit our website at <https://www.atu.edu/bookstore> for the most up-to-date information about the bookstore.

## **Traffic Regulations**

By authority of the Board of Trustees and in accordance with Legislative Act 328, 1967, Arkansas Tech University requires all members of the faculty, staff, student body and classified personnel to register motor vehicles which they own or operate on the ATU campus or on lands controlled by the University. All registrants shall abide by all traffic and parking regulations as outlined by a printed pamphlet available in the Department of Public Safety office located at 1508 North Boulder Avenue, or online at <https://www.atu.edu/psafe/docs/ParkingMap2014.pdf>.

Registration of vehicles shall be accomplished at the time of regular registration for the fall, spring or summer semesters. Vehicles can be registered by following these steps:

- 1) Log in to OneTech (<http://onetech.atu.edu>).
- 2) Go to the "Personal Information" channel located on the welcome page.
- 3) Click on the link "Purchase Parking Permit," and follow the instructions to purchase a permit.

Individuals will need to know the make and model of their vehicle as well as their license plate number in order to complete the process listed above. Students may purchase permits with a credit card, a debit card or post the charge to their student account. Faculty and staff may purchase their permit online with a credit card or a debit card. Those purchasing their hangtags using a credit or debit card will receive an e-mail confirming their purchase. Once the parking permit is purchased, faculty, staff and students will have an opportunity to print a temporary parking permit to be displayed on their vehicle dashboard until the permanent one arrives in 7-to-10 business days.

All vehicles on ATU campus are required to register and display a current parking permit. Parameters for the operation and parking of motor vehicles may be viewed on the campus map available at the Department of Public Safety. Vehicles are defined as any self-propelled vehicle having two or more wheels.

Permits are valid from August 15th one year through August 15th of the next year. Permits must be displayed by hanging on the rear view mirror so the number can be read through the front windshield from the outside; they may not be taped on the vehicle or laid on the dash or seat. These permits can be moved from vehicle to vehicle. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle, upon termination of employment, or withdrawal from the University. Only one permit per individual can be purchased unless the prior permit was lost or stolen. The reported lost or stolen permit will be invalid. There is no refund for permit cost. The registration fee, penalties, and fines are published in the ATU parking map.

Temporary parking permits are available at the Department of Public Safety for faculty, staff, and students who have misplaced their parking permit.

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