

Application Guide for Concurrent Enrollment at ATU Russellville Campus

1. To begin, go to www.atu.edu/apply and **SCROLL DOWN** to select the Concurrent Application (the top option):

APPLICATION TYPES



Apply To The Russellville Campus

2. Complete the information below as it applies to you. If you go by any name other than your first name, please identify that in the Preferred First Name field. **The email address that you provide will be the email address where your admit letter will be emailed.**

New Application

Welcome to our application!

Start your path to success at Arkansas Tech University. Complete our online application and begin the journey to your graduation day.


* - required field

First Name: *	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name: *	<input type="text"/>
Preferred First Name:	<input type="text"/>
Email Address: *	<input type="text"/>
Verify Email Address: *	<input type="text"/>


3. Select "Russellville" campus.
4. Select whether or not you are an international student, such as a foreign exchange student.
5. Select "No" to the question "Are you seeking a degree or certificate at ATU?".
6. Select "Concurrent High School Student" as your student type and select the appropriate term for when you plan to take classes.
7. Select your term.

Select campus: 


- Russellville
- Ozark
- Online

Are you an international student? 

- No
- Yes *(Note: International students must have a visa (F-1, F-2, J-1, etc.) to study in the United States.)*

Are you seeking a degree or certificate at ATU? 

- Yes
- No

Select student type: 

- Concurrent High School Student
- Upward Bound Academy
- Undergraduate Transient
- Graduate Transient
- Taking an undergraduate class for fun
- Taking a graduate class for fun

Select term:

- Summer Term 2024
- Fall Term 2024

Continue

8. Select "Continue".

9. Click on "Name" under the "Application Checklist".

You have successfully logged on to the **Arkansas Tech University** application for admission. As you complete the application, a checkmark will appear by each section. You may complete each section in any order you wish. Click on "Submit Application" when you have completed the entire application and want to submit.

- Name
- Family Address
- Contact Information
- Academic Plan
- Demographics
- High School
- Family Information
- Additional Information

Submit Application **Finish Later**

10. Review your name information and click the appropriate box if you have previously attended or applied to ATU, then select “Continue”.

Name

(Checklist Item 1 of 8)

* - indicates a required field.

Last Name: *	<input type="text" value="Doe"/>
First Name: *	<input type="text" value="John"/>
Middle Name:	<input type="text" value="Allen"/>
Previous Last Name:	<input type="text"/>
Preferred Name:	<input type="text" value="John"/>
Have you previously attended ATU?: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you previously applied to ATU?: *	<input type="radio"/> Yes <input checked="" type="radio"/> No

11. Complete the permanent address information and select “Continue”.

Contact Information

(Checklist Item 2 of 8)

To qualify as a resident for tuition purposes, an undergraduate student (or parent/legal guardian if student is under the age of 21) must have maintained residency for a least 6 consecutive months immediately prior to the beginning of the term or semester for which fees are to be paid in one of the following locations: Arkansas, Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, or Texas. Graduate and international residency requirements for tuition purposes are slightly different. For more information on Graduate residency and tuition rates, contact the Graduate College. For more information on international residency requirements, contact the IMSS Office. For additional information on filing a residency appeal, contact the Registrar's Office (479) 968-0272.

* - indicates a required field.

Permanent Address

Street Line 1: *	<input type="text" value="123 College Way"/>
Street Line 2:	<input type="text"/>
City: *	<input type="text" value="Russellville"/>
State: *	<input type="text" value="Arkansas"/>
Zip Code: *	<input type="text" value="72801"/>
Home Phone Number (area code)-(number): *	<input type="text" value="479"/> - <input type="text" value="1234567"/>

12. Identify your citizen status, email address, social security number, gender, ethnicity and date of birth. Please complete the ethnicity information with a selection that represents you the closest. Select “Continue”.

VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendments of 1972, 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 Civil Rights Act of 1991. The Affirmative Action Office, Administration Building, Suite 212, has been designated to coordinate compliance efforts.

* - indicates a required field.

What is your citizen status?: *	Citizen
Email Address: *	John.doe@hotmail.com
Verify e-mail address: *	John.doe@hotmail.com
SSN (XXXXXXXX): *	123456789
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth: *	February 01 2000
Have any of your relatives attended ATU?:	None
Are you an Arkansas resident?: *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cell Phone Number (area code)-(number)	479 - 1234567
Ethnicity: *	Native Hawaiian-Pacific Island
Ethnic Origin: *	<input type="checkbox"/> Hispanic or Latino <input checked="" type="checkbox"/> Not Hispanic or Latino
Select one or more races to indicate what you consider yourself to be.	
<input type="checkbox"/> American Indian-Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian-Pacific Island <input checked="" type="checkbox"/> White	
<input type="button" value="Checklist"/> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/>	

13. Enter information for a parental or emergency contact.

Family Information

(Checklist Item 4 of 8)

Parental or emergency contact should be documented on this form. Choose the relationship and then enter information about that person. If you want to enter information about more than one relative select **Enter or View another Relative**.

Relationship:	Mother
First Name:	Jane
Last Name:	Doe

[Return to Checklist without saving changes](#)

14. Please complete the following information for your emergency contact. Select “Continue”.

Family Address

(Checklist Item 5 of 8)

Enter the address and phone number for your parent or emergency contact.

Street Line 1:	123 College Way
Street Line 2:	
City:	Russellville
State/Province:	Arkansas
Zip Code:	72801
Emergency Contact Number (area code)-(number):	479 - 1234567

15. By state policy, all concurrent students are required to be non-degree seeking. You will not be able to select any other program of study. Select “Continue”.

Academic Plan

(Checklist item 6 of 8)

* - indicates a required field.

First Major Choice: *

[Checklist](#) [Continue](#) [Finish Later](#)

16. Click on “Lookup High School Code”.

High School

(Checklist item 7 of 8)

Use the [Lookup High School Code](#) link to search for your school code.

If you were home schooled, enter HOME for the high school code and high school name. If you earned your GED in Arkansas, enter GEDAR for the high school code and the high school name. GED's earned from other states, enter as GEDOS. If you are an international student, enter FRGN for the high school code and type the name of your high school in the high school name field. If you cannot find your high school through the lookup page, enter UNKNHS for the high school code and type the name of your high school in the high school name field.

* - indicates a required field.

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

If School Not Found:

High School Name: *

High School State: *

Graduation Date: *

[Enter or View another High School](#)

[Checklist](#) [Continue](#) [Finish Later](#)

17. Select the appropriate state in which your high school is located.

High School Lookup Page

Select either the State, Province or Country where your high school is located. Then choose List Cities in Selected State, Province or Country and the Select High School City page will display. Choose the Return to High School page link if you decide not to select a high school code now, and the main High School page will display.

Select a State or Province:

[List Cities in Selected State or Province](#)

[Return to High School page](#)

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- Select...
- Select...
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana

18. Click on “List Cities in Selected State or Province” and select the city in which your high school resides.

High School Lookup Page

Select the City where your high school is located. Then select List High Schools in selected City to move to the Select High School Lookup page. If you decide not to select a high school code now, select the Return to High School page link and the main High School page will display.

Select High School City:

[List High Schools in selected City](#)

[Return to High School page](#)

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- Rison
- Rogers
- Rohwer
- Rose Bud
- Rosston
- Russellville
- Saint Charles
- Saint Joe
- Saint Paul
- Salem
- Saratoga
- Scranton
- Searcy
- Sheridan
- Sherwood
- Shirley
- Siloam Springs
- Smackover
- Snowball
- Casselman

19. Select “List High Schools in selected City”. Select your high school and click “Copy selected High School information to Data Entry form”.

High School Lookup Page

Select your High School name. Then select Copy selected High School information to Data Entry form to copy the information about the high school to the High School page, which will display. Select the Return to High School page link if you decide not to select a high school code now, and the main High School page will display.

Select High School name:

[Return to High School page](#)

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- Select...
- Community Christian School
- New Life Academy
- Parker Hill Christian Academy
- Russellville High School

20. Complete Graduation Date information. Select continue.

High School

(Checklist item 7 of 8)

Use the [Lookup High School Code](#) link to search for your school code.

If you were **home schooled**, enter **HOME** for the high school code and high school name. If you earned your **GED in Arkansas**, enter **GEDAR** for the high school code and the high school name. **GED's earned from other states, enter as GEDOS.** If you are an **international student**, enter **FRGN** for the high school code and type the name of your high school in the high school name field. If you cannot find your high school through the lookup page, enter **UNKNHS** for the high school code and type the name of your high school in the high school name field.

* - indicates a required field.

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

If School Not Found:

High School Name: *

High School State: *

Graduation Date: *

21. Answer these 4 questions. Select continue.

Additional Information

(Checklist item 8 of 8)

Arkansas Tech University is committed to assisting all members of the Arkansas Tech University community in providing for their own safety and security. The **annual security and fire safety compliance document**, which is required by federal law, is available [online](#). If you would like to receive a printed copy of the combined Annual Security and Fire Safety Report which contains this information, you can visit the Arkansas Tech University Public Safety Office at 1508 N. Boulder Avenue or you can request that a copy be mailed to you by calling (479) 968-0222.

To maintain a safe learning community, we ask the below campus safety questions of all applicants. Answering "yes" to one of the following questions will not necessarily preclude you from being admitted. However, failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw admission, or to dismiss after enrollment.

You must promptly notify the Admissions Office of any criminal charge, any disposition of a criminal charge, or any school disciplinary action against you that occurs at any time after you submit this document.

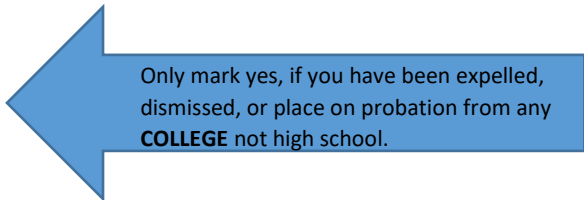
* - indicates a required field.

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

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



22. If all boxes are checked, click "Submit Application".

Application Checklist

You have successfully logged on to the Arkansas Tech University application for admission. As you complete the application, a checkmark will appear by each section. You may complete each section in any order you wish. Click on "Submit Application" when you have completed the entire application and want to submit.

- Name
- Family Address
- Contact Information
- Academic Plan
- Demographics
- High School
- Family Information
- Additional Information

[Submit Application](#) [Finish Later](#)

23. Click "I agree to the terms".

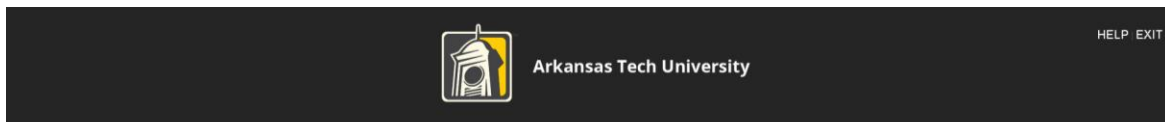
Admissions Agreement

By submitting this application, you certify that all information entered on this online application is complete and accurate. Please note that academic performance is not the sole criterion for admission to the university. The university may evaluate a person's behavior and background to determine their ability to maintain the standards of academic and professional conduct expected at the university. An evaluation may take into consideration current behavior and performance as well as past experiences and actions. Simply qualifying for admission does not guarantee admission.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

[I agree to the terms](#)
[I do not agree](#)

If the following message appears, you have successfully submitted your concurrent high school application!!! Yay!!!



Dear John,

Thank you for submitting an online high school concurrent application. If you have not already submitted your transcript, test scores, immunization record and student MOU, please do so promptly. You may access the student MOU on our website. Once your admission profile is complete, you will receive an admit letter giving further detail on your registration process.

We appreciate your interest in earning concurrent credit at ATU. If you need additional information, please contact the Office of Admissions at (800) 582-6953 or (479) 968-0343. Alternatively, you may contact us via email at concurrent@atu.edu.

Sincerely,
Office of Admissions & Student Recruitment

Summary of student data submitted:
John Allen Doe
Mailing Address:
123 College Way
Russellville AR 72801
Telephone: 479 - 1234567
Email Address: john.doe@hotmail.com
Expected College Enrollment Term: Fall Term 2017
Major: Non-degree Seeking Status

[Return to Application Menu](#)

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Next Steps to be Registered for Concurrent Courses

Now that you have completed the online admission application, please submit the following documents to the Office of Admissions or by email to concurrent@atu.edu :

- **Official high school transcript showing cumulative GPA of 2.0 or higher**
- **Test scores** (ACT, SAT, ASPIRE, or Accuplacer)
- **Signed Student MOU** (found on <https://www.atu.edu/concurrent/> under “Get Started”)

If you are a student taking concurrent courses on your high school campus with a university credentialed high school instructor, please follow-up with your high school counselor’s office to ensure you are placed on the concurrent roster for registration.

If you are a student taking concurrent courses online via Virtual Arkansas through your high school, please contact your high school counselor’s office to obtain a Virtual Arkansas registration packet. Your high school will submit your completed packet to Virtual Arkansas and Virtual Arkansas will send ATU the concurrent roster for registration. The Virtual Arkansas program is first come, first served with firm enrollment deadlines.

If you are a student taking a college course on the ATU Russellville campus, please contact the Associate Registrar for Concurrent Enrollment after completing your concurrent admission application and after submitting all of your admission documents. The application and documents must be submitted in order for you to be advised and registered in your concurrent class. The online schedule of courses can be accessed via https://ssoprod.atu.edu/ssomanager/c/SSB?pkg=bwckschd.p_disp_dyn_sched.

The Associate Registrar for Concurrent Enrollment can be reached at (479) 880-4247 or concurrent@atu.edu.

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