

# CONCURRENT QUICK REFERENCE GUIDE FOR FALL 2018 SESSION

## ADDING/DROPPING COURSES

Contact Jana Crouch,  
Associate Director for Enrollment:  
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Phone – (479) 356-2188

### IMPORTANT DATES

- Classes begin August 22
- Last day for 100% refund of tuition and fees August 28
- Last day to register and add courses or change sections August 28
- Last day for 80% refund of tuition September 6
- Last day to drop courses with a “W” or change from credit to audit November 26
- Session Ends December 11
- Graduation December 14

## LOGGING IN

After your admission profile is complete, you will receive an email from the Office of Admissions. This email will contain your **username** and **student ID number**. To activate your OneTech and Blackboard accounts go to <https://webapps.atu.edu/ams>.

The **Account Management System (AMS)** allows students to activate an account, change a password, and retrieve a forgotten password.

If you have any questions or concerns, please contact Campus Support at (479) 968-0646 or e-mail [campussupport@atu.edu](mailto:campussupport@atu.edu).

## ONETECH STUDENT PORTAL

The OneTech Student Portal provides a number of features designed to help you interact more effectively with the instructors and administrative staff at Arkansas Tech. In the portal, you will have access to your ATU e-mail, course tools, and student account information. After your account has been activated, you will be able to log in at <https://onetech.atu.edu>. If you experience any problems, or are unable to login, please contact Campus Support at (479) 968-0646 or e-mail [campussupport@atu.edu](mailto:campussupport@atu.edu).

## STUDENT E-MAIL ACCOUNT

Your student e-mail account is the primary means of contact between your instructors and the offices on campus. Please be sure to check this account **daily**. To access your e-mail, login to your **OneTech** account and select the square box next to the “Welcome” tab in the upper right portion of the screen. Next, click on Email.



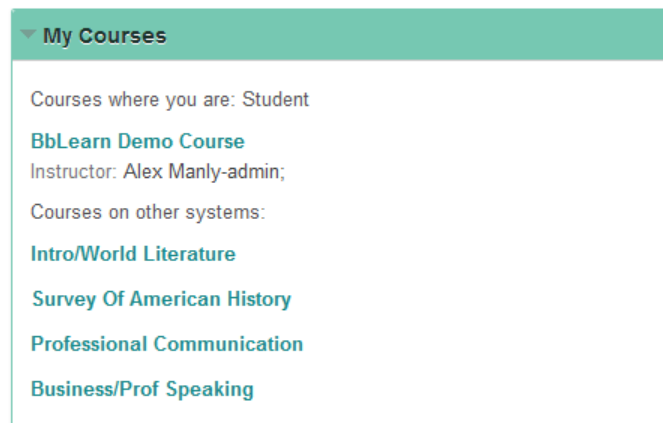
After you click Email, you will be redirected to another login screen. Enter your OneTech username and password.



## BLACKBOARD

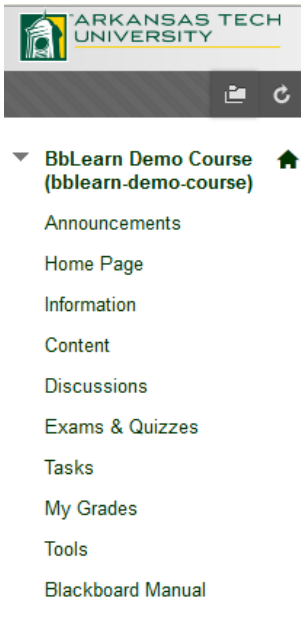
To access your Blackboard account, go to <https://bblearn.atu.edu>. To login, you will use your OneTech username and password.

To access your courses, click on the course links in the My Courses block.



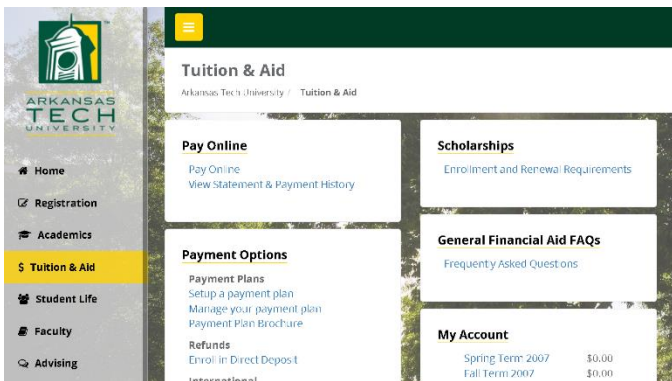
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Once inside the course, you will have access to course content. Click on the links to navigate. If you have any questions, please email your instructor right away.



### PAYING TUITION AND FEES

Log into your OneTech account and click on your \$ Tuition & Aid tab.



Your current balance will be in the My Account box. You may have to scroll down to view this box. Below your balance, there are several links that give you the option to set up a payment plan, manage your payment plan, pay your account in full, and access other resources.

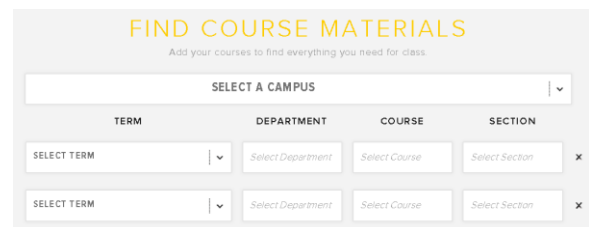
If you have any questions about payment plans or methods, please contact the Office of Student Accounts at (479) 968-0379 or e-mail [business.office@atu.edu](mailto:business.office@atu.edu).

### PURCHASING TEXTBOOKS AND COURSE MATERIALS

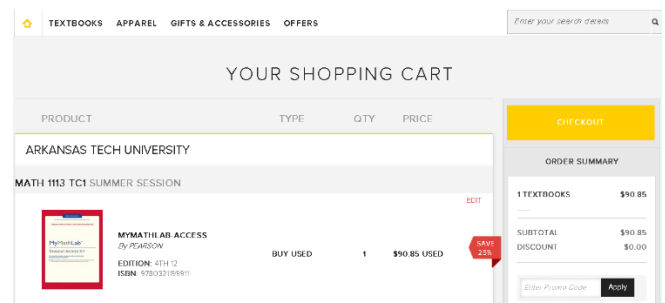
To search for and/or purchase textbooks and other course materials, go to [www.atu.edu/bookstore](http://www.atu.edu/bookstore). Click the Textbooks link on the left hand side of the Bookstore homepage.



Click the link below Textbooks to find textbooks for purchase or rent. You will search for books in each individual course.



After you click Find Materials For 1 Course, you will be redirected to a page listing all of the required course materials. You will have the option to purchase new, purchase used, or, if available, to rent the textbook. After selecting your preferred option, click Add to Cart. If you have selected all necessary materials, click Cart.

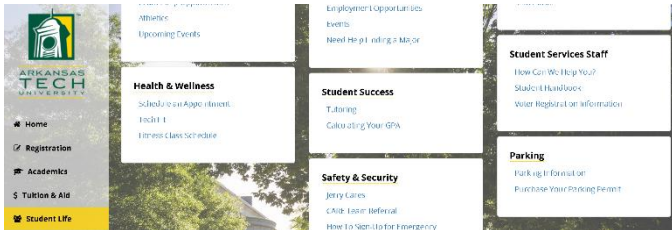


If everything looks accurate, click Checkout and follow the prompts to create an account or checkout as a guest. You can choose to have your textbooks shipped directly to you or they can be picked up at the ATU bookstore.

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## PARKING ON CAMPUS

If you are taking classes on the Russellville campus you will need to purchase a parking hangtag through the OneTech Student portal. Scroll down to Student Life and click Purchase Your Parking Permit under Parking.



Click on the Purchase Permit option to select your hangtag color (yellow) and enter your payment information.

To access a copy of the current on-campus parking map, go to the Public Safety website located at [www.atu.edu/psafe](http://www.atu.edu/psafe).



Use the “Parking Information” link on the menu to Navigate to view information on the current parking areas, access a campus parking map, and review the ATU parking regulations.

If you have any questions about parking on campus or require assistance, please contact the Department of Public Safety at (479) 968-0222 or e-mail [dps@atu.edu](mailto:dps@atu.edu).

## CONCURRENT RESOURCES

To view a copy of ATU Concurrent Student Handbook, access the student MOU form, or review other concurrent information, please visit our website <https://www.atu.edu/concurrent/> and use the “Student Resources” section:

### Student Resources

#### Get Started

- Apply Now
- Buy Textbooks
- How To Apply
- Schedule of Courses
- Student MOU (PDF)
- Tuition & Fees

#### About Tech

- Degree Maps
- Request a Transcript
- Transferring Courses
- Visit ATU
- ATU Concurrent Scholarship

#### Help

- Computer Services Help
- Concurrent Quick Reference Guide
- Drop a Concurrent Class
- How to get a OneTech ID
- OneTech Student Handbook