



2020

# PARENT & FAMILY GUIDE

ARKANSAS TECH UNIVERSITY

# WELCOME!

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**We're here to support you and your student during this exciting adventure of beginning college.**

We developed this Parent & Family Resource Guide to serve as your starting point, so keep it handy over the next few months. Along with this guide, our support will continue through email correspondence, our web-site, [www.atu.edu/parents](http://www.atu.edu/parents) and our Facebook page, Arkansas Tech Parents and Families, which will provide content to guide you through this exciting transition.

Of course, we are also just a phone call or email away!

## Parent & Family Relations

 (479) 356-2157

 [parents@atu.edu](mailto:parents@atu.edu)

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As parents, we want our children to be safe and successful.

Arkansas Tech University takes daily, proactive steps to provide every student with access to resources that will allow them to achieve their academic goals in a supportive environment. At Tech, every student counts.

We put those words into action from the very beginning with an academic advising model that connects your student to his or her passions while sharpening critical thinking and problem solving skills.

Mentorship from faculty, small class sizes and multiple tutoring options are just a few academic benefits of the ATU experience. Co-curricular programs reinforce lessons learned in the classroom while building the social network each of us needs to succeed professionally and personally.

We also have an eye on your student's future. Norman Career Services offers workplace readiness workshops, career fairs and access to internships that can make all the difference after graduation.

Your student will also benefit from a culture that makes his or her well-being part of our academic mission. That is why we invest in programming and services offered through operating areas such as the Department of Public Safety, the Department of Campus Life, the Health and Wellness Center and the Department of Residence Life that contribute to the physical and mental health of ATU students.

We hope the information in this parents' guide will be useful to you, regardless of whether you have been a part of the ATU community your entire life or you are new to our university.

Best wishes to you and your student for a great journey at Arkansas Tech University.

Sincerely,

*Robin E. Bowen*

– Dr. Robin E. Bowen, President

# PAYING FOR COLLEGE

Having an understanding of the total cost of attendance is a crucial first step in planning how to pay for college. The Arkansas Department of Higher Education (ADHE) provides a comprehensive overview for parents. This information applies to students from Arkansas and out-of-state students and is available at [scholarships.adhe.edu/educational-costs](https://scholarships.adhe.edu/educational-costs).

## STEP ONE: COMPLETE THE FAFSA

- ✔ Your student should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) each year they are in college. For the FAFSA to be sent to ATU, the student must enter Arkansas Tech's Title IV school code of **001089**.
- ✔ After submitting the FAFSA, your student will receive the Student Aid Report (SAR), which summarizes the information on the FAFSA to make corrections if needed.
- ✔ The award letter explains the combination of federal grants, loans and work-study available to your student. The offer might also contain state and institutional aid.

## STEP 2: LOOK FOR SCHOLARSHIPS AND GRANTS

- ✔ Financial assistance opportunities are not limited to FAFSA. Take time to look for additional opportunities, both locally and statewide.
- ✔ Arkansas Tech University's scholarships can be found at [www.atu.edu/scholarships](http://www.atu.edu/scholarships).
- ✔ The Arkansas Department of Higher Education (ADHE) provides a comprehensive list of scholarships for Arkansas residents. This information is available at <https://scholarships.adhe.edu/scholarships-and-programs/a-z/>.
- ✔ Private scholarships are offered through many different outlets, including businesses and organizations. ADHE has a great resource to help you understand financing college available at <https://scholarships.adhe.edu/other-financial-aid-resources/>.

## STEP 3: FEDERAL STUDENT AID

- ✔ Federal student loans made by the government usually have more benefits than loans from banks or other private sources. The U.S. Department of Education has great resources on this process available at <https://studentaid.ed.gov/sa/types/loans>.

## Understanding the Billing Process

Once your student is registered for fall classes and has completed the housing application (if applicable), it is time to think about the payment process. Below is a timeline regarding your student's bill.

- 1. Wednesday, July 15, 2020: Tuition charges and related fees are posted to your student's account.**
  - a. These can be found in the student portal on OneTech.
  - b. Charges reflect:
    - i. Registered classes
    - ii. Board approved fees
    - iii. Room & Board (if applicable)
  
- 2. Friday, July 17, 2020: All types of financial aid will begin to authorize on your student's account. This includes:**
  - i. Federal financial aid
  - ii. Scholarships (University, State, Private)
  - iii. Grants
  - a. These reflect the current authorized funds your student will receive and will be viewed as a credit on the account. However, these funds do not become actual credits until just prior to or on the first day of class.
  - b. If your student has been awarded Federal Work-Study, these funds will not reflect on your bill at this time. Being awarded work-study does not guarantee students will find a qualified on-campus job to earn these funds.
  
- 3. Monday, July 20, 2020: Student account balances will be emailed to your student's ATU email account.**

By mid-July, you will have an up-to-date understanding of your student's current charges for the fall semester. This will help you as you plan to fund the fall semester. Unless you are certain on your incoming financial aid and scholarships, we recommend that you not set up a payment plan or make a payment in full until all funds are authorized (just before or on the first day of class).

# ON CAMPUS HOUSING

The Department of Residence Life is excited about fall. More than 2,500 students call our residence halls and apartments home each year, and each fall, almost half of those students are freshmen. Living on campus puts students at the center of everything, helping them to meet their academic goals while engaging in the numerous experiences Arkansas Tech offers outside the classroom.

Students who reside more than 30 miles from campus are expected to live in our residence halls until they have earned 60 credit hours.

To get an inside look at our facilities, please visit:

<https://www.atu.edu/reslife/res-halls/index.php>.

## **Instructions for your student to apply to live on campus:**

1. Go to: [www.atu.edu/reslife](http://www.atu.edu/reslife)
2. Click on "Apply for Housing Online" and log in using your Tech username and password (found in your admissions letter).
3. Click "Application" and select the term you are applying for (Fall 2020-Spring 2021).
4. Confirm your information and select whether or not you'll have a car on campus.
5. Answer questions about yourself so you can find a roommate whose lifestyle will complement yours.
6. Pay your \$25 Housing Application Fee.
7. Find your roommate – search for someone based on their responses to the lifestyle and profile questions. Once you've found someone you like, we'll email them to review your profile.
8. Pick your top 5 building and room styles; we'll accommodate you the best we can. The earlier you apply, the better chance you have at your top pick.
9. Submit your application and start prepping for your big move! Look for an email in late spring with instructions on how to finalize your housing selections.

## Student Checklist

- Make your \$100 pre-payment prior to selecting your room, as this is required to secure your space for fall.
- Connect with your roommate, check your portal to see roommate options and how to reach out to a possible new roommate.
- Review the online new student move-in guide ([www.atu.edu/reslife](http://www.atu.edu/reslife)) to see what is required, needed, and not permitted to bring into the residence halls.
- Review your hall assignment to see your permitted move-in time, and plan your arrival accordingly.
- Consider the linen program through our partners at OCM. ([www.rhl.org/akt](http://www.rhl.org/akt))
- Consider insuring your personal property with National Student Services Inc. ([www.nssi.com](http://www.nssi.com))
- Consider renting a bed loft or microfridge through our partners at Collegiate Concepts. (<https://www.collegiateconcepts.net/schools/arkansas-tech-university/>)

Remind your student to check their [@atu.edu](mailto:atu.edu) email frequently. Through their email, students will receive information about roommates, hall assignments, meal plans and move-in information. Please reach out to our office with any questions.

## Department of Residence Life

 (479) 968-0376

 [housing@atu.edu](mailto:housing@atu.edu)



### Amenities

Every residence hall includes free wifi, wired connections for TV and gaming, cable and laundry facilities.



### Hall Styles

Choose suite style bath, private bath, private community bath or community bath. Share your living space with one friend or three. Choose a building close to our athletic fields, close to your classroom or right next to Baz-Tech.



### Live & Learn

Students in a living learning community share a similar focus with other residents. This means specialized hall programs, dedicated study spaces and networking opportunities.

# STUDENT ORIENTATION

Orientation is where students begin to find their place among a diverse community of fellow learners. It is where they meet new people, discover resources customized for their success, and connect to leadership and involvement opportunities.

Participating in orientation will ensure students become immersed in the culture and traditions of Arkansas Tech.

TECH*Advise*, a half-day advising and registration program, is the first of two orientation programs your student will attend. The sessions will be held March-June 2020 and your student can choose whichever session fits their schedule.

## During this experience, new students will:

- ✔ Engage with current students
- ✔ Meet with faculty and staff from their college
- ✔ Connect with future classmates
- ✔ Visit with an Academic Advisor
- ✔ Get their Fall 2020 schedule

You are encouraged to attend the TECH*Advise* session with your student to learn more about the services available to ensure a successful transition to Arkansas Tech. We have programs designed specifically for your needs as your student's main educational supporter.

TECH*Connect* is the second portion of orientation. This session is held just before classes begin in August. Included in this program is Freshman Convocation, which all family members are encouraged to attend. TECH*Connect* begins on **Saturday, August 15, and ends on Tuesday, August 18**, for all students. Fall term classes begin on August 19. Registration begins on June 15, 2020 for TECH*Connect*.

## During this program, students will:

- ✔ Learn from current student leaders
- ✔ Receive academic success tips
- ✔ Engage with faculty and fellow students within their field of study
- ✔ Attend a job fair
- ✔ Participate in a campus tour and find their fall term class locations
- ✔ Discover involvement opportunities
- ✔ Learn about all that Russellville and the surrounding areas have to offer





# IMPORTANT DATES

## FALL 2020

August 15-17 ..... TechConnect – New Student Orientation

Saturday, August 15.....Residence Halls Open  
Freshman Convocation

Wednesday, August 19..... Classes Begin

Tuesday, August 27 ..... Last day to officially withdraw/drop  
courses with full reduction of tuition and fees

Saturday, September 19..... Family Day

Saturday, October 3 ..... Homecoming

October 7..... Mid-Term

October 8-9 ..... Fall Break

October 21 ..... Early Registration for spring semester begins

November 25-29..... Thanksgiving break

December 2-8 ..... Finals Week

December 6-January 1 ..... Winter Intersession

## SPRING 2021

January 11.....Classes begin

January 15 ..... Last day to officially withdraw/drop  
courses with full reduction of tuition and fees

January 18 ..... MLK holiday

March 1 ..... Mid-Term

March 1-April 27 ..... Early Registration for summer and spring semester

March 22-29 ..... Spring Break holiday

April 29-May 5 ..... Finals Week



# CAMPUS SAFETY

The Department of Public Safety (DPS) provides law enforcement, security services, emergency management planning, and other public safety services to create a safe and secure environment for ATU students, faculty, and staff. We are committed to protecting the general welfare of the campus community and surrounding area.

## **ATU Alert**

ATU Alert provides emergency notifications in the event of an imminent threat to campus. The emergency notification is a critical safety component and notifies the campus in an efficient and timely manner. Students, faculty and staff can sign up to receive alerts through OneTech.

The ATU Alert system is also available for use for those who have students at Arkansas Tech. By texting ATUemergency to 67283, you are enrolled into the ATU Alert system for the entire semester. When notifications are sent out to the entire campus, you should receive those notifications as well. Please be aware that you must opt in by texting ATUemergency to 67283 each semester you wish to receive the alerts.

## **Parking**

Everyone attending ATU is required to have a parking permit to park on campus. Permits are available at DPS or online beginning August 1 each academic year.

### **To purchase a permit for the main campus, follow these steps:**

- ✔ Log in to OneTech
- ✔ Click on Student Life in the Left Menu Bar
- ✔ Click on the Purchase Your Parking Permit link under Parking

To learn more please visit: [www.atu.edu/psafe](http://www.atu.edu/psafe)



# FRESHMAN LEADERSHIP EXPERIENCE

**August 12-14, 2020**

The **Freshman Leadership Experience (FLE)** serves as a starting point for students seeking to gain and increase their leadership skill set. Open to only 36 incoming freshmen, this program will actively engage students in a variety of leadership experiences that will create an advantage prior to their first day of class.

Participants will move into their assigned residence hall (if housed on campus) on **Wednesday, August 12, 2020**. This program will take place on both the Arkansas Tech campus and other local sites.

During this time, students will engage with other incoming freshmen while learning from current campus leaders, university staff and other leadership experts. These experiences will help students make connections prior to the first day of class, establish a leadership and involvement plan for the first year, and learn from some of the best and brightest campus leaders.

Because participation is limited to 36 students, consideration is partly based on application completion date. Interested incoming freshmen should apply **prior to July 1, 2020**. Participants must be available for the entire length of the program.

To learn more please visit: [www.atu.edu/leadership\\_programs](http://www.atu.edu/leadership_programs)



# ADJUSTING TO ATU

**The transition experience for most college students has observable phases, beginning months before they arrive on campus. Your student may experience all, some, or none of these phases.**

## **1. Early-summer anticipation**

Following high school graduation, many students start the summer feeling pride in their past achievements and anticipation of what's next. They may experience a letdown, but those feelings give way to optimism and excitement – and maybe a little impatience – as they look forward to Arkansas Tech.

## **2. Midsummer anxiety**

When students realize that in just a few weeks, they will be leaving their comfort zone—their home, family and friends—to enter an all-new world, feelings of sadness and insecurity may emerge.

## **3. Early-fall panic**

Orientation has ended, classes have begun and students may suddenly feel overwhelmed. For some, the adjustment to roommates, a heavy workload and an unfamiliar social environment can feel like too much to handle all at once.

## **4. The “honeymoon”**

Students may focus on all the upsides of Arkansas Tech – the new friends, the freedom, the intellectual thrill – and seek every opportunity to prove they are where they belong both academically and socially.

## **5. The honeymoon’s over!**

Uh-oh. Where did the time go? Where’s all this hard work coming from? Especially for overextended students, the honeymoon ends with such questions, which can cause anxiety, self-doubt, regret and homesickness.



## **6. The grass is always greener...**

The novelty of being at Arkansas Tech has worn off, and the stress and hard work seem never-ending. Some students may fantasize that transferring to a different university would solve everything.

## **7. “You can’t go home again”**

Home for break, students may be shocked to discover that the daily routines of family life have gone on without them. It can feel alienating, as if their absence had no effect or their relationship to “home” shifted without their permission.

## **8. Coping**

Sometime during the fall semester, many students feel they finally have it figured out: they can get work done, use the library without fear, have a social life and stay on top of their laundry! They prove to themselves that they have what it takes to be at Arkansas Tech.

## **9. Realization**

By the spring semester, students often make a realization: consistent academic success at Arkansas Tech takes an enormous amount of hard work.

## **10. Putting it together**

By the end of the first year, students start to see Arkansas Tech as a total experience. They know that hard work and achievement must be priorities, but downtime and enjoying life are essential for balance.

# RESOURCES

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## **Veteran Services**

The Office of Veteran Services is committed to providing exceptional service to our military-affiliated students, their spouses and family members, and dependents of those who have served. As the primary point of contact, we work with students beginning in the admission stage right through to graduation or any point in between.

To learn more, please visit: [www.atu.edu/veterans](http://www.atu.edu/veterans)

## **Testing & Disability Services**

The Office of University Testing offers a wide range of national and standardized exams including the ACCUPLACER, CLEP, ACT, PRAXIS and MAT. The office also coordinates testing for students who require alternate arrangements due to a disability.

The Office of Disability Services serves as the campus liaison for students who may experience barriers in their learning environment due to a disability. If your student requires academic or housing accommodations, please contact Disability Services to discuss your concerns or fill out an online application on our website.

To learn more, please visit: [www.atu.edu/studentwellness](http://www.atu.edu/studentwellness)

## **Health & Wellness Center**

The Health & Wellness Center provides confidential medical and counseling services to students. Students can receive treatment for minor illnesses and injuries, lab services, allergy injections, and women's health services. Counseling services are provided to students on a short-term basis with up to 10 sessions per academic year.

Most services are free to all students as they have paid the student health fee in order to receive access to the services.

The Health Center offers additional services based on student need for a small fee.

To learn more, please visit [www.atu.edu/hwc](http://www.atu.edu/hwc)

## **Commuter Student Services**

Commuter Student Services is committed to providing support services to help facilitate commuter student success and foster a connection to the Arkansas Tech University community. Our goal is to ensure that the unique needs of commuter students are acknowledged and addressed by our campus community.

To learn more, please visit [www.atu.edu/campuslife/commuter](http://www.atu.edu/campuslife/commuter)

## **First-Generation Students**

At Arkansas Tech University, we define first-generation students as those whose parents or legal guardians did not graduate from a four-year institution.

While being the first to do anything can be a bit scary, going off to college is also a major life milestone. Being a first-generation student is a very proud accomplishment! We recognize that your student will face unique experiences as they begin this exciting journey. Thankfully, there are many resources here at Arkansas Tech that can help you connect and thrive on campus.

To learn more, please visit [www.atu.edu/firstgen](http://www.atu.edu/firstgen)

## **Diversity & Inclusion**

Our staff works to provide leadership, support, resources, and advocacy for underrepresented populations and marginalized groups on our campus. Our programs and services are designed to help our students achieve their academic and personal goals.

To learn more, please visit [www.atu.edu/diversity](http://www.atu.edu/diversity)

# REAL TALK

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## Real Talk about the first semester...

As the first semester approaches, use this guide for discussion with your student to help ensure you are both on the same page. It might help avoid some issues down the road.

### Communication

We agree to talk \_\_\_\_ (number of times) per:            day            week            month

We will communicate in the following ways:            phone            text            emails

It is important to discuss the following things when we speak:

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When \_\_\_\_\_ (*student name*) is stressed and needs help from a parent/family member, he/she will do/say/ask the following:

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During an emergency, we will communicate in the following ways:

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An emergency is defined as:

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### Visits

We agree that the student should come home the following times:

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And the parent/family member should visit the following times:

(Family Day – Sat Sept. 19)

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Both student and parent/family member will give \_\_\_\_\_ amount of notice to the other person prior to visiting.

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## Money Matters & Budgeting

We agree that the student will get money in the following ways:

- |   |  |
|---|--|
| <input type="checkbox"/> Job                                | <input type="checkbox"/> Financial Aid     |
| <input type="checkbox"/> Monthly Allowance (amount \$_____) | <input type="checkbox"/> Student's Savings |

Limitations for spending money are:

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We will handle financial emergencies that require money in the following ways:

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A financial emergency could include:

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## Getting Involved

We agree that the student will investigate getting involved in the following things on campus:

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## Safety

The student agrees to take the following steps to make themselves safer (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Lock my room/apartment doors and windows                                | <input type="checkbox"/> Not give anyone else access to my ATU login information |
| <input type="checkbox"/> Buddy up with a friend when going out                                   | <input type="checkbox"/> Be aware of the closest blue light phone on campus      |
| <input type="checkbox"/> Walk in groups at night   | <input type="checkbox"/> Avoid alcohol and drugs                                 |
| <input type="checkbox"/> Let someone know where I am going, who I am with and when I will return | <input type="checkbox"/> Use privacy/security settings on social media           |

## Other Things We Talk About

AGREEMENT – This is a living document that can be changed at any time.

# DIRECTORY

## General Information

 (844) 804-2628 *(toll-free)*

## Brown Hall

### Academic Scholarship Coordinator

 (479) 968-0343

### Admissions Office

 (479) 968-0343

 [tech.enroll@atu.edu](mailto:tech.enroll@atu.edu)

### Financial Aid

 (479) 968-0399

 [fa.help@atu.edu](mailto:fa.help@atu.edu)

### Registrar's Office

 (479) 968-0272

 [registrar@atu.edu](mailto:registrar@atu.edu)

 @AtuRegistrar

### Student Accounts

 (479) 968-0271


 [business.office@atu.edu](mailto:business.office@atu.edu)

 @ATUStuAccounts

### Student ID Card Office

 (479) 880-4292

### TRIO Student Support Services

 (479) 880-4172

 [trio.sss@atu.edu](mailto:trio.sss@atu.edu)

 [www.atu.edu/sss](http://www.atu.edu/sss)

## Rothwell Hall

### Academic Advising Center

 (479) 964-0843

 [adviseme@atu.edu](mailto:adviseme@atu.edu)

## Tucker Coliseum: Varsity Athletics

### Athletic Director

 (479) 968-0345

 @ATU\_Athletics

 @atuathletics

### NCAA II Compliance Officer

 (479) 964-3230

## Doc Bryan Student Services Center

### Campus Life

 (479) 968-0276

 [campuslife@atu.edu](mailto:campuslife@atu.edu)

 @ATUCampusLife

 @atucampuslife

### Campus Recreation (Garden Park)

 479-356-2010

 [campusrec@atu.edu](mailto:campusrec@atu.edu)

 @atucampusrec

 @atucampusrecreation

### Civic Engagement


 (479) 968-0276

 [campuslife@atu.edu](mailto:campuslife@atu.edu)

### Health & Wellness Center

 (479) 968-0329

### Diversity & Inclusion





 (479) 880-4372

 [diversity@atu.edu](mailto:diversity@atu.edu)





 @ATUDiversity

 @atudiversity



### Greek Life

-  (479) 968-0276
-  greeklife@atu.edu
-  @ATU Greeks
-  @ATUGreeks



### International Student Services (ISS)

-  (479) 964-0832
-  imssso@atu.edu
-  @ATUimssso
-  @atuimssso




### Leadership Programs

-  (479) 968-0276
-  campuslife@atu.edu



### Orientation

-  (479) 968-0276
-  orientation@atu.edu


### Norman Career Services

-  (479) 964-0583 ext. 4506
-  career.services@atu.edu
-  @ATUCareers




### Parent & Family Relations

-  (479) 356-2157
-  parents@atu.edu





### Residence Hall Association

-  (479) 968-0376
-  rha@atu.edu
-  @aturha





### Residence Life

-  (479) 968-0376
-  housing@atu.edu
-  @ATUResLife





### Spirit Squads

-  (479) 968-0276
-  spiritsquads@atu.edu
-  @atuspiritsquads
-  @atuspiritsquads



### Student Activities

-  (479) 968-0276
-  sab@atu.edu
-  @ArkansasTechSAB
-  @atu\_SAB


### Student Government Association

-  (479) 356-0276
-  sga@atu.edu
-  @ATUSGA
-  @atusga

### Student Success

-  (479) 968-0249
-  student.success@atu.edu

### Testing and Disability Services





-  (479) 968-0302
-  (479) 964-3290 *(TTY Services)*

### Veteran Services

-  (479) 968-0445

### University Police Building

#### Public Safety

-  (479) 968-0222
-  dps@atu.edu
-  @atudps
-  @atudps

# STUDENT CHECKLIST

## IMMEDIATELY, YOUR STUDENT SHOULD:

- Start regularly checking Arkansas Tech email account.
- Student should complete the FAFSA, if not already done.
- Apply for housing and pay \$25 application fee.
- Explore Living Learning Community housing options.
  - Visit: [www.atu.edu/reslife/llc-home](http://www.atu.edu/reslife/llc-home)
  - Spaces reserved for Leadership, Honors, Agri, Engineering and more.

## MARCH/APRIL:

- Pay \$100 housing pre-payment and select room location through the housing portal once the notification email has been received.

## MAY/JUNE:

- Engage with roommate using information provided in housing portal.
- All incoming freshmen will need to register for *TECHConnect* (mandatory fall orientation) beginning on June 15, 2020. To register go to <https://www.atu.edu/orientation/fallorientation.php>.
- Apply to participate in the Freshman Leadership Experience (FLE) which takes place August 12 through August 14 (prior to *TECHConnect*) – this is limited to only 36 incoming freshmen. Visit [www.atu.edu/leadership\\_programs](http://www.atu.edu/leadership_programs) for more information.

## JULY:

- Have final high school transcript sent to Arkansas Tech.
- Complete the *AlcoholEdu for College* and *Sexual Assault Prevention for Undergraduates* online modules using link from emailed notification.
- Students living on campus will need to provide their emergency contact information in their housing portal.

## AUGUST:

- Purchase Parking Passes for the academic year through OneTech portal.
- Finalize tuition, fees and room and board payment.
- Prepare for *TECHConnect 2020*, Saturday, August 15. Students will get checked in for orientation, attend convocation (the official kick-off to their ATU career) and begin orientation sessions. Family members are encouraged to attend convocation and attend a special session send off session.
- Move-In Day: review map for assigned entrances, hall/floor check-in times and related events.