Application Guide for Concurrent Enrollment at ATU Russellville Campus

1. To begin, go to apply.atu.edu and SCROLL DOWN to select the Concurrent Application:

Returning, Concurrent, Transfer, International, or Graduate Application

You’re a returning student if you have attended Arkansas Tech since graduating from high school.

You’re a concurrent student if you are a high school student seeking college credit while earning both college credit and high school credit simultaneously.

You’re a transfer student if you are a high school graduate who has enrolled at a college, university, or other school since graduating from high school.

You’re an international student if you are not a permanent resident or citizen of the United States or you have arrived (or are planning to arrive) in the United States on a U.S. visa, including students from Canada.

You’re a graduate student if you hold a bachelor’s degree from an accredited college verified by an official transcript.

APPLY NOW

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

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<th>Field</th>
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<tr>
<td>First Name: +</td>
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3. Select “Russellville” campus if you are taking concurrent classes through your high school by a qualified high school instructor, via Virtual Arkansas, or if you are taking classes on the ATU Russellville Campus.

4. Select whether or not you are an international student.

5. State policy requires that all concurrent students to be non-degree seeking. 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 “Continue”.
8. Click on “Name” under the “Application Checklist”.

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

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

[Application Checklist image]

[Contact Information image]
11. 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”.

12. Enter information for a parental or emergency contact.

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

Family Information

Family Address
14. 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”.

15. Click on “Lookup High School Code”.

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

17. Click on “List Cities in Selected State or Province” and select the city in which your high school resides.
18. Select “List High Schools in selected City”. Select your high school and click “Copy selected High School information to Data Entry form”.

19. Complete Graduation Date information. Select continue.

20. Answer these 4 questions. Select continue.
21. If all boxes are checked, click “Submit Application”.

22. Click “I agree to the terms”.

If the following message appears, you have successfully submitted your concurrent high school application!!! Yay!!!
Now that you have completed the online admission application, please submit the following documents to the Office of Admissions:

- Official high school transcript
- Test scores
- Signed student MOU [https://www.atu.edu/concurrent/docs/CCStudentMOU1920.pdf](https://www.atu.edu/concurrent/docs/CCStudentMOU1920.pdf)

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 Office of 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://ssbprod.atu.edu/pls/PROD/bwckschd.p_disp_dyn_sched](https://ssbprod.atu.edu/pls/PROD/bwckschd.p_disp_dyn_sched).

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](mailto:campussupport@atu.edu).