

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 fourth option):

1. UNDERGRADUATE APPLICATION

Russellville Campus

These FREE applications are for:

Spring 2025

Summer 2025

Fall 2025

Concurrent Spring 2025

2. You will select first-time users if you have not applied before and create an account.



Arkansas Tech University Application for Admission

We are excited to be a part of your academic future!

If you have any questions or need additional information, please contact the Office of Admissions at (479) 968-0343 or admissions@atu.edu.

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

3. Complete the information below. If you go by a different name, you will enter it on the Personal Background page under Preferred First name. **The email address that you provide will be the email address where your admit letter will be emailed.**

Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Continue

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email [switch](#)
Account
Temporary PIN
Birthdate

You will receive an email with your temporary PIN and a link to activate your account.

4. After you activate your account, you will set up a password.

5. Click Start New Application.

[Logout](#)

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Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

 [Start New Application](#)

6. Then select Create Application.

Start New Application ×


ATU Russellville Undergraduate Domestic Application for Admission
Undergraduate Application

 [Create Application](#) [Cancel](#)

7. Select Open Application.

Application Details ×

Started 10/14/2024
Status In Progress
ATU Russellville Undergraduate Domestic Application for Admission
Undergraduate Application

 [Open Application](#) [Cancel](#)

8. Complete all the information on Personal Background then click continue.

9. On the Academic Plans – Suitcase, you will select “No” on the question are you pursuing a certificate or degree?

[Home](#)
[Personal Background](#)
Academic Plans
[Supplemental Information](#)
[Signature](#)
[Review](#)

Academic Plans - Suitcase

Please be aware that this application is for undergraduate academic programs located on the Russellville Campus or Online through the Russellville Campus.

Student Type Descriptions:

You're a **first year college** student if your expected high school graduation date is in the spring, or if you have already completed high school or earned an equivalency, but have not enrolled at any college, university, or other school post graduation.


You're a **concurrent** student if you are a current high school student, seeking college credit BEFORE graduating, wanting to earn both college credit and high school credit simultaneously.

You're a **returning** student if you have previously attended Arkansas Tech as a first year college or transfer student.

You're a **transfer** student if you have enrolled at a college, university, or other school since completing high school or earning an equivalency.

Are you pursuing a certificate or degree?
Select "No" if you are applying as a concurrent, non-degree seeking, or transient non-degree seeking student.

Yes
 No



10. Select “I am a current high school student seeking college credit BEFORE graduating (Concurrent)” on the question that says “Please select the description below that best fits your circumstance.”

School or earning an equivalency.

Are you pursuing a certificate or degree?
Select "No" if you are applying as a concurrent, non-degree seeking, or transient non-degree seeking student.

Yes
 No

Please select the description below that best fits your circumstance.

I am a current high school student seeking college credit BEFORE graduating (Concurrent).
 I have completed high school and only want to take classes (Non-degree seeking).
 I have completed high school, am currently enrolled at another college, and only want to take classes (Transient non-degree seeking).

What type of student are you?
Concurrent High School ▼

When do you want to start classes?
Spring 2025 ▼

11. Select “Continue”.

12. It will next pop-up Academic Plans – Non-Degree Seeking Student. You will put in which high school you did attend or are attending and then your anticipated high school graduation date. Hit continue.

[Home](#)
[Personal Background](#)
[Academic Plans](#)
Non-Degree
[Supplemental Information](#)
[Signature](#)
[Review](#)

Academic Plans - Non Degree Seeking Student

Which high school did you attend or are you attending?

When did you or will you graduate high school?

13. On the Supplemental Information, click Yes on the first question and then fill out the questions about Campus Safety. Make sure to read the questions carefully. Then hit continue.

[Home](#)
[Personal Background](#)
[Academic Plans](#)
Supplemental Information
[Signature](#)
[Review](#)

Supplemental Information

By clicking yes, I verify that I have received approval by a secondary school official to participate in concurrent enrollment courses.
 Yes

Campus Safety

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.

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.

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, suspended, dismissed, or placed on probation by any college/university including ATU for disciplinary reasons?

Please **DO NOT** select "Yes" for the following reasons:
Academic Probation or Suspension for Low GPA/Grades
Disciplinary Action Taken in High School

Yes
 No

14. On Application Certifications and Signature, you will read it then type in your full legal name and hit confirm.

- [Home](#)
- [Personal Background](#)
- [Academic Plans](#)
- [Supplemental Information](#)
- Signature**
- [Review](#)

Application Certifications and Signature

By signing this application, I acknowledge that I have read and agree to the terms of the Financial Responsibility Statement.

I represent that the information provided in this application is correct and complete. I understand that if I am found to have made false or misleading statements on this application, or have omitted any required information, I may be subject to discipline, including cancellation of my application or dismissal from the university. I understand that I am responsible for submitting all official transcripts from prior institutions to the university. My signature below affirms I understand that if offered admission, my offer is only good for the term in which I originally applied and contingent upon a final review of all final official transcripts.

Non-Discrimination and Equity Statement

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates, or financial aid. Arkansas Tech University complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 504 of the Rehabilitation Act Amendments of 1974, Age Discrimination Act, Vietnam Era Veterans Readjustment Assistance Act, Uniformed Services Employment and Reemployment Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Responsibility for implementation and compliance with this Non-Discrimination Policy has been delegated to the Director of Human Resources and Affirmative Action officer who can be reached by emailing hr@atu.edu or calling (479) 968-0396.

In place of your signature, please type your full legal name:

Confirm

- 15. After you hit confirm, the Review will tell you anything you may have missed filling out on your application.**

- 16. Once you have completed the application fully, you will hit “Submit Application” and you’ll receive an email confirming submission. If you are going to be taking online classes with Virtual Arkansas, make sure you save the email.**

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, Accuplacer, or ATLAS (9th or 10th grade))
- **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.