

# STUDENT AFFAIRS OPERATIONS

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## Campus Life

While academic achievement leading to graduation is the reason for attending Arkansas Tech University, the experiences that students have outside the classroom prove to have a lifelong impact. Experiences offered through Campus Life enhance maturity, leadership, time management, friendships, career development, and civic engagement along with many other essential life skills.

Campus Life offers programs and services in the following areas: campus recreation, co-curricular experience, facilities, Fraternity and Sorority, leadership programs, new student orientation, outdoor recreation, registered student organizations, service initiatives, spirit squads, and student activities.

*For more information, please visit: [www.atu.edu/campuslife](https://www.atu.edu/campuslife) (<https://www.atu.edu/campuslife/>)*

## Campus Recreation

Campus Recreation provides participation in a variety of sport, fitness and recreation events that stimulate student learning and personal development while enhancing the quality of life for Arkansas Tech University students. Campus Recreation achieves this mission by providing opportunities for a diversified population to recreate, exercise and socialize through a variety of programs within intramural sports, fitness, outdoor recreation, club sports, and various special events.

*For more information, please visit: [www.atu.edu/campusrecreation](https://www.atu.edu/campusrecreation) (<https://www.atu.edu/campusrecreation/>)*

## Civic Engagement

Arkansas Tech University collaborates with community-based organizations to prepare students to be socially responsible leaders and citizens through active service and participation in democracy. Students will learn to build a culture of civic responsibility through experiential learning and volunteerism. Arkansas Tech University broadens and deepens students' thinking about complex and interconnected social issues affecting our world today.

*For more information, please visit: [www.atu.edu/service](https://www.atu.edu/service) (<https://www.atu.edu/service/>)*

## Co-Curricular Experience (On Track)

On Track is a co-curricular experience designed to enhance student development beyond the classroom setting, encourage students to network socially among peers and to include students in traditional and signature University events. Each semester, a map of events and activities will be available to students categorized by interest.

*For more information, please visit: [www.atu.edu/ontrack](https://www.atu.edu/ontrack) (<https://www.atu.edu/ontrack/>)*

## 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. In conjunction with OnTrack, we provide quality programming and support to students who don't live on campus.

For more information, please visit: [www.atu.edu/commuter](https://www.atu.edu/commuter) (<https://www.atu.edu/commuter/>)

## First-Generation Students

Did you know there are thousands of students at Arkansas Tech University who are the first in their family to attend college? 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 you will face unique experiences as you begin this exciting journey. Thankfully, there are many resources here at TECH that can help you connect and thrive on campus.

There are many ways to define the term "first-generation." At Arkansas Tech University, we define first-generation students as those whose parents or legal guardian did not graduate from a four-year institution. First-generation students may be the very first person in their families to attend a four-year university, or they may have older siblings who have attended college. First-generation students make up approximately one-third of our student body! We also have numerous faculty and staff who were first-generation college graduates!

Whether you are a freshmen starting your college journey or a junior exploring career options, we are here to help you discover your path, take advantage of resources and become a college graduate. Because at Arkansas Tech University, Every Student Counts.

For more information, please visit: [www.atu.edu/firstgen](https://www.atu.edu/firstgen) (<https://www.atu.edu/firstgen/>)

## Fraternity and Sorority Life

By emphasizing academic excellence, active participation in community service and philanthropic activities, ongoing leadership development, and social excellence, the Office of Fraternity and Sorority Life helps promote fraternities and sororities as an integral and productive part of the Arkansas Tech community. The Office of Fraternity and Sorority Life provides guidance and support for governing councils (Interfraternity Council and College Panhellenic Council), Greek organizations, and the Order of Omega Honor Society.

*For more information, please visit: [www.atu.edu/fsl](https://www.atu.edu/fsl) (<https://www.atu.edu/fsl/>)*

## Leadership

To fully reach ones potential in their chosen field, our students will need a more than a baseline understanding of their personal leadership skills in addition to an understanding of how they function within a group. Programs and services offered in this area will allow students the space to learn and experiment with differently leadership styles to gain a better personal understanding of how they can be most impactful currently and in their career. Designed for all levels of students, from freshmen to graduate students – these experiences are a must have with all degree programs.

*For more information, please visit: [www.atu.edu/leadership\\_programs](https://www.atu.edu/leadership_programs) ([https://www.atu.edu/leadership\\_programs/](https://www.atu.edu/leadership_programs/))*

## Orientation [Tech Connect]

Orientation is a mandatory program held before classes begin in the fall semester (in spring for transfer students). Orientation is designed to help incoming freshman and transfer students transition into college

and outlines the University's academic, social and developmental opportunities. The program includes information about resources available on campus and focuses on preparing students for academic and personal success at Arkansas Tech.

*For more information, please visit:* [www.atu.edu/orientation](http://www.atu.edu/orientation) (<https://www.atu.edu/orientation/>)

## Outdoor Recreation

Outdoor Recreation exists to provide students an outlet to develop their physical and emotional health in the outdoors. Through being active, students will gain a mutual respect for themselves, one another and the environment. To better experience the natural beauty that Arkansas has to offer, hiking, rock climbing, canoeing and other outdoor recreational trips are offered each semester. In addition to free trips, the outdoor recreation department also provides outdoor gear check-outs for mountain bikes, hammocks, tents, canoes and kayaks. Outdoor Recreation brings students from all backgrounds together to play in natural team settings, further promoting the global community at Arkansas Tech University.

*For more information, please visit:* [www.atu.edu/outdoorrecreation](http://www.atu.edu/outdoorrecreation) (<https://www.atu.edu/outdoorrecreation/>)

## Registered Student Organizations

Arkansas Tech has over one hundred Registered Student Organizations.

These organizations are run by students who produce their own programming and initiatives to fulfill their individual purposes. This is an opportunity for students to apply what they have learned in the classroom to real world experiences.

*For more information, please visit:* [www.atu.edu/rso](http://www.atu.edu/rso) (<https://www.atu.edu/rso/>)

## Spirit Squads

The Tech Cheer squad is composed of up to sixteen members. The Golden Girls dance team is composed of up to fourteen members. The squads are selected each spring to serve for the following academic year. Tech Cheer participates in all home and selected away football, basketball, and volleyball games. The Golden Girls participate and perform at all home football and basketball games. Both squads participate in pep rallies throughout the year as well as campus and community related events.

*For more information, please visit:* [www.atu.edu/spirit](http://www.atu.edu/spirit) (<https://www.atu.edu/spirit/>)

## Student Activities

Fully engaging students in their college experience requires not only academic experiences but also a diverse offering of activities and programs to meet their social and personal needs. Student Activities meets these needs by providing various events throughout the year to include comedians, movies, carnivals, dances, educational speakers, spirit programs, and many more! There are numerous leadership opportunities available through the Student Activities Board.

*For more information, please visit:* [www.atu.edu/sab](http://www.atu.edu/sab) (<https://www.atu.edu/sab/>)

## Counseling Services

Counseling services provides counseling, consultation, and outreach to the Arkansas Tech University community. The counseling staff is

committed to promoting the educational mission of the university by working with the campus community to establish and maintain healthy and effective behavior patterns and lifestyles that enhance learning and personal development. The range of services provided includes personal counseling for students in individual, couples, or group sessions. The staff provides consultations to students, parents, staff, faculty and administration. There is a small library of self-help books and videos, and a variety of informational brochures available. Presentations and outreach programming are scheduled throughout the year and are available upon request.

Services are provided Monday-Friday from 8:00 am-5:00 pm year round. Counseling Services is staffed by licensed counselors trained to provide professional counseling services. For additional information, please visit the Health and Wellness Center in Doc Bryan 119 or call 479-968-0389.

*For more information, please visit:* [www.atu.edu/hwc/counseling](http://www.atu.edu/hwc/counseling) (<https://www.atu.edu/hwc/counseling/>)

## Department of Public Safety

The Department of Public Safety is located at 716 North El Paso Avenue.

To report a crime or request information, contact Public Safety at 479-968-0222. In an **Emergency, Call 911**. Public Safety maintains direct contact with the Pope County 911 Communications Center for all emergency services. It is the responsibility of Public Safety to investigate all reports of criminal activity and accidents that occur on University property.

Visit Public Safety's website at [www.atu.edu/psafe](http://www.atu.edu/psafe) (<https://www.atu.edu/psafe/>) for information on services provided.

## Disability Services for Students

The Office of Disability Services (DS) facilitates reasonable accommodations in programs, services, and activities to enable students with disabilities access to the same opportunities as their peers. Disability Services staff make accommodation determinations based on documentation provided by the student, including medical and psychological evaluations. Students must self-identify through an application process and meet with a Disability Services staff member for determination and facilitation of reasonable and appropriate accommodations. For information on registering with the Disability Services office or to make an appointment with a staff member, please call (479) 968-0302, TTY: (479) 964-3290, email at [disabilities@atu.edu](mailto:disabilities@atu.edu) (<https://catalog.atu.edu/email:disabilities@atu.edu>), or stop by the office located in the Doc Bryan Student Services Building, Suite 141. An online application for services can be found at <https://www.atu.edu/disabilities/>

## Diversity and Inclusion

The Department of Diversity and Inclusion (DDI) focuses on enhancing and supporting the experiences of students within underrepresented populations. While promoting a campus environment and culture that celebrates inclusiveness and multiculturalism, DDI aims to support students from their first-year until graduation by executing equity over equality.

For more information, please visit our website at [www.atu.edu/diversity](http://www.atu.edu/diversity) (<https://www.atu.edu/diversity/>) or contact us by phone at 479-880-4358 or by email at [diversity@atu.edu](mailto:diversity@atu.edu)

## Health and Wellness Center

Recognizing that optimum health is essential to effective learning, the university maintains health services available to all students. The Health and Wellness Center, located in Doc Bryan, Suite 119, provides confidential treatment of minor injuries and illnesses through a well-equipped facility and within the scope and practice of the nursing staff. The nurses make appropriate referrals to local health care providers when necessary.

The university assumes no financial responsibility for student care other than that provided by the Health and Wellness Center. Students are urged to carry their own health insurance.

In addition to clinical services, a wide range of health promotion and educational programs are provided in a variety of campus settings.

Patient Hours are Monday-Friday, 8:00 am-5:00 pm. Students are strongly encouraged to make appointments; however, available walk-in times are from 8:20 am to 4:00 pm on Monday - Friday on a first call basis.

The Health and Wellness Center staff can be contacted by phone at 479-968-0329. More information is available at [www.atu.edu/hwc](http://www.atu.edu/hwc) (<https://www.atu.edu/hwc/>).

## International Student Services

The Department of International Student Services (ISS) provides support services designed to enrich the college experience for international students. The office provides the opportunity for cultural exchange and aids in helping all Tech students develop global competence to appreciate cultural differences.

The ISS offers a wide range of services for international students, including orientation, immigration updates, cross-cultural programming, and other support services necessary to ease the transition of international students into the U.S. culture.

For more information, please visit: [www.atu.edu/imss](http://www.atu.edu/imss) (<https://www.atu.edu/imss/>)

## Office of Student Success

### Norman Career Services

Career planning is an integral component of a student's educational experience. Norman Career Services is committed to helping students research major and career options that correspond with their individual skills, personal values, interests, and goals. Norman Career Services also provides an online career management program, Hankshake, for students and graduates who are searching for internships, on-campus, part-time, and/or full-time positions. Norman Career Services strives to guide students as they embark on a journey to discover their true potential and develop the professionalism required to fulfill their career goals. You can visit Norman Career Services (<https://www.atu.edu/career/>) in Rothwell Suite 107, call at (479) 968-0278, or email at [career.services@atu.edu](mailto:career.services@atu.edu).

Services include: career planning and development (resume reviews, mock interviews, career action plans, etc.), as well as major and career exploration.

Events include: career fairs, workshops, etiquette dinners, information sessions, and on-campus recruiting and interviews.

Follow us on Twitter & Insta @ATUCareers. Online at [www.atu.edu/career](http://www.atu.edu/career) (<https://www.atu.edu/career/>). Check us out on Facebook at

Arkansas Tech University-Career Services. [atu.joinhandshake.com](http://atu.joinhandshake.com) (<https://atu.joinhandshake.com/login/>)

## Residence Life

The Department of Residence Life exists as a vital part of the educational program and academic support services of the University. The Department of Residence Life strives to provide a clean, well-maintained, and safe living environment that is conducive to study and will foster a meaningful growth experience. Activities and programs presented within the residence halls are designed to develop a community which encourages educational opportunities while promoting maturity, responsibility, and above all, academic success.

Single students between the ages of 18 and 21, and with fewer than 60 earned credit hours of college work, who are University main campus (Russellville, Arkansas) students are required to live on campus, as space permits, in University owned housing facilities. These students are required to purchase a meal plan unless living in the University Commons Apartments. Exemptions to the On-Campus Residency Requirement include: students living in their parent or legal guardian's permanent home within 30 miles driving distance of the Russellville, Arkansas campus, married students, or students with dependent children. Students under the age of 18 between August 17, 2022 and December 31, 2022 must sign the Arkansas Tech University Waiver and Release of Liability for a Minor Living on Campus prior to being allowed to sign a housing contract and live in On-Campus housing. The Arkansas Tech University Waiver and Release of Liability for a Minor Living on Campus is available through the Office of Residence Life at [www.atu.edu/reslife/](http://www.atu.edu/reslife/) (<https://www.atu.edu/reslife/>). Students 17 or under on or after January 1, 2023 are not permitted to live in University owned housing facilities.

Students who are Arkansas Tech University Ozark campus (Ozark, Arkansas) students, who meet the aforementioned requirements, may live on-campus at the University main campus (Russellville, Arkansas). However, Arkansas Tech University Ozark campus (Ozark, Arkansas) students are not required to live on-campus. Online Only students are eligible to live on campus, but are not required.

Applications for University housing, housing contracts, room assignments, and questions concerning housing are managed by the Department of Residence Life.

Students may begin the housing application process online at [www.atu.edu/reslife](http://www.atu.edu/reslife) (<https://www.atu.edu/reslife/>). The Residence Life staff may be contacted by phone at 479-968-0376, or email at [housing@atu.edu](mailto:housing@atu.edu).

Housing rules and regulations for all students contracted with the Department of Residence Life can be found in the Arkansas Tech University Student Handbook under the section "Rules and Regulations for all Residence Life Facilities," located online at [www.atu.edu/studenthandbook](http://www.atu.edu/studenthandbook) (<https://www.atu.edu/studenthandbook/>). Students residing in any facilities maintained by the Department of Residence Life are responsible for understanding all policies contained in the guide. Questions should be directed to the Department of Residence Life at 479-968-0376 or [housing@atu.edu](mailto:housing@atu.edu).

## Residence Life Housing Facilities

Arkansas Tech University offers twelve living facilities for our students. Residence halls and apartments are air-conditioned and are constructed to accommodate two to four students per room (Caraway, Hughes, M Street, Stadium Suites, Jones Hall, Nutt Hall, Tucker, and Wilson Hall

have some designed single rooms available). All residence halls and apartments are completely furnished. Amenities include cable television, internet access, and wireless internet. Laundry facilities are located in all residence halls and apartments. Laundry fees are included with student housing fees. Arkansas Tech University is a Smoke and Tobacco Free Campus; this includes all residence hall and apartment rooms.

To be eligible to be a Resident in a University residence hall, a person must carry a meal plan (for residents of University Commons Apartments; a meal plan is optional) and be enrolled at the University campus in a minimum of (9) undergraduate semester hours each semester or a minimum of six (6) graduate hours each semester. The University reserves the right not to contract with persons who are currently violating or have previously violated the terms and conditions of a housing contract or other University rules or regulations, or who have a past due balance with the University.

To be eligible to be a Resident in the University Commons Apartments, a person must be enrolled at the University campus in a minimum of (9) undergraduate semester hours each semester or a minimum of six (6) graduate hours each semester. Initial preference for University Commons Apartment assignments will be given to those students who have earned a minimum of thirty (30) credit hours of college work and have a minimum (2.5) cumulative grade point average. The University reserves the right not to contract with persons who are currently violating or have previously violated the terms and conditions of a housing contract or other University rules or regulations, or who have a past due balance with the University. The maximum number of persons occupying an apartment shall be no more than four (4) persons in a four-bedroom apartment, and no more than two (2) persons in a two-bedroom apartment. No other occupants are permitted.

*Photos and descriptions of the residence halls and apartments are available at [www.atu.edu/reslife](http://www.atu.edu/reslife) (<https://www.atu.edu/reslife/>).*

## Title IX

Title IX was passed as part of the Education Amendments of 1972. This federal civil rights law prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states:

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."*

Arkansas Tech University is committed to fostering a safe and caring environment free from sexual and gender-based discrimination where all students, faculty, and staff can thrive in their educational and professional pursuits. Consistent with University values and Title IX of the Education Amendments of 1972, Arkansas Tech University prohibits discrimination against students, faculty, and staff based on sex in any of its programs or activities.

Harassment (sexual misconduct) is a form of sexual discrimination prohibited by the University and by Title IX. Harassment (sexual misconduct) is any sexual act which violates criminal laws of the State of Arkansas or laws of the United States, including but not limited to: sexual assault (non-consensual sexual contact or intercourse), domestic violence, dating violence, stalking, and sexual harassment.

The University is dedicated to promptly and effectively addressing cases of possible sex-based discrimination. Individuals with questions

or concerns regarding possible sex-based discrimination should contact the Title IX Coordinator, Amy Pennington, via email at [apennington@atu.edu](mailto:apennington@atu.edu) or via phone at 479-968-0407. More information about the University's Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy can be found online at [www.atu.edu/titleix](http://www.atu.edu/titleix) (<https://www.atu.edu/titleix/>).

## Testing Services

Testing Services administers standardized and institutional examinations including the ACT, ACCUPLACER, Miller Analogies Test, Test of English as a Foreign Language (TOEFL), PRAXIS, TEAS, and credit by examination (CLEP). Testing Services is located in Doc Bryan, Suite 211. Students may contact testing center staff via phone (479) 968-0302, TTY: (479) 964-3290, or via email: [utds@atu.edu](mailto:utds@atu.edu). Tests that require payment through Arkansas Tech University may be paid by credit card in the Testing Services office, and cash payments may be accepted in the Office of Student Accounts, Brown Hall, Suite 241. For additional information regarding testing schedules, students may visit [www.atu.edu/testing](http://www.atu.edu/testing) (<https://www.atu.edu/testing/>).

## Veteran Services

**Veteran's Benefits** - Arkansas Tech University is approved by the State Approving Agency (SAA) as a school whereby eligible veterans and veterans' beneficiaries may use educational benefits while working toward a degree. Eligible students should contact the Office of Veteran Services to obtain information regarding school attendance under the following programs: Title 38, Chapter 33, Post-9/11 GI Bill® (*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill> (<http://www.benefits.va.gov/gibill/>); Title 38, Chapter 30, Montgomery GI Bill® Active Duty; Title 38, Chapter 32, Veterans Educational Assistance Program; Title 38, Chapter 35, Survivors and Dependents Education; and Title 10, Chapter 1606, Montgomery GI Bill® for Selective Reserves.*

All students must be working toward a degree and should follow the curriculum outline for their objectives, since only specific courses may be applied toward VA certification and graduation. Enrollment certification will not be sent to the Department of Veteran's Affairs until the person applying for veteran's benefits has been admitted to the University and prior credit evaluated. Students must request certification for each term to be certified and are responsible for notifying the certifying official of any changes in enrollment status or eligibility. Veterans may be given placement credit for prior military training by providing an official military transcript or DD-214.

All active duty military service persons and veterans eligible under the GI Bill® as determined by the VA who are classified as "out-of-state" for tuition purposes shall receive a waiver of out-of-state tuition charges. Arkansas Tech University complies with Section 702 of the Veterans Choice Act. For additional information, please contact the Office of Veteran Services. See also "In-State Tuition for Military Personnel, Veterans and Dependents" in the Fees and Expenses section of this catalog.

The Office of Veteran Services is located in the Doc Bryan Student Services, Suite 104. Students may stop by the Office of Veteran Services or call (479) 968-0445 if they have questions or need assistance in applying for their benefits.



## Service Member and Veteran Scholarships

### Arkansas National Guard

Act 82 of 2005 provides a tuition and waiver assistance program for soldiers and airmen of the Arkansas National Guard. Members of the Arkansas National Guard should contact the Student Accounts Office for information.

### Arkansas National Guard Tuition Waiver Program (formerly G-TIP)

The Arkansas National Guard Tuition Waiver program provides a tuition and fees-only waiver to Arkansas residents who are active members of the Arkansas Army/Air National Guard that have not already obtained a Bachelor's degree. Applications and additional information may be obtained from the unit commander or online at <https://arkansas.nationalguard.mil> (<https://arkansas.nationalguard.mil/>).

### Military Activation

Students who cease attendance at Arkansas Tech University without completing and receiving a grade in one or more courses due to military activation or deployment may receive compensation for the resulting monetary loss as provided by Act 85 of 2005. Please contact the Registrar's Office for information.

### Military Dependent's Scholarship

The Military Dependent's Scholarship Program provides a waiver of tuition, fees, and on-campus room and board, minus three (3) months of Dependents Education Assistance (DEA) or Chapter 35 benefits, to full-time students at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war or who are totally and permanently disabled. All applicants must also apply for and show acceptance or denial of the Federal dependent's Educational Assistance Program. Application deadline is June 1.

## Academic Operations

### English Language Institute

The mission of the ATU English Language Institute (ELI) is to provide classes that assist non-native speakers of English in developing the English language skills necessary to successfully pursue academic work in a United States college or university. The ELI accomplishes the mission by delivering non-credit English as a Second Language (ESL) academic reading, writing, speaking and note-taking instruction for English language deficient students. As part of the Department of English and World Languages, ELI welcomes students from diverse backgrounds whether international or U.S. resident. Additional information may be obtained by calling (479) 890-5025, faxing (479) 880-2039, or writing to the Coordinator of the:

English Language Institute  
Tomlinson Hall  
Arkansas Tech University  
Russellville, Arkansas 72801 U.S.A

### Study Abroad Office

The Study Abroad Office enables students to gain global experiences through several types of international and national study opportunities, including faculty-led programs, exchange programs, and internship abroad programs. Applicants must have good academic standing. Foreign language requirement varies by the host university. Costs include, but are not limited to, Arkansas Tech tuition and fees (students are exempt from the host university's tuition), transportation, and living

expenses. For more information, please contact the Study Abroad Office, Dean 116E, phone (479)964-0527; [studyabroad@atu.edu](mailto:studyabroad@atu.edu).

### Tech Learning Center (TLC)

The Tech Learning Center (TLC) offers a variety of services in a welcoming environment that helps ATU students achieve their goals. Through peer-tutoring, academic coaching, workshops, and one-on-one consultations, the TLC is designed to holistically assist students in their academic and professional development.

### Tutoring

The TLC's peer tutors provide free support in over 90 courses. Centrally located in the Ross Pendergraft Library, appointments are available Sunday through Thursday during the fall and spring semesters. Online appointments are available to students not on campus.

### Academic Coaching

Academic Coaching helps any ATU student looking for a personalized plan for academic success. Peer and professional coaches help students create study plans, improve note-taking and study skills, interact with professors, take advantage of resources on campus, and recognize their own ability to succeed in college. Academic Coaching is a voluntary program that last as long as the student feels the need for support.

For more information on any of TLC's programs or services, stop by our office in RPL 124 (behind the reference desk), call (479) 968-0249, email [tlc@atu.edu](mailto:tlc@atu.edu), or visit <https://www.atu.edu/tutoring/>.

## Administrative Operations

### Textbook Brokers

Your campus bookstore is located in the Young Building. Barnes & Noble College carries all required course materials, including textbooks. Here, you can buy, rent, or digitally download most titles. The bookstore price matches with Textbook Brokers Russellville, Amazon.com, and bn.com (must be shipped and sold by Amazon and Barnes & Noble). The Bookstore has a large selection of Tech gear and apparel. School supplies, electronics, and graduation regalia are also available. [atu.bncollege.com](http://atu.bncollege.com) (<https://atu.bncollege.com>)

### Textbook Refund Guidelines

The Bookstore will issue full refunds in the original form of payment for textbooks purchased at the Bookstore if returned in the original condition, with an original receipt and within the first week of classes. Within 30 days of the first day of classes, textbooks will be refunded with an original receipt and with a valid proof of add/drop.

### BuyBack/Rental Return Information

The Bookstore will buy back some textbooks at the end of each semester (fall, spring, and summer) during finals week. Rentals are due at the end of each semester they are issued, on the last day of finals.

## Office of Events

Arkansas Tech University offers a centralized office to both external and internal users for scheduling events. The Office of Events (<https://www.atu.edu/events/>) is the primary point of contact for all departments, groups, and individuals who are interested in reserving the use of facilities on the Arkansas Tech campus. By centralizing the reservation process, we are able to provide efficient and effective service for scheduling an event.

The Office of Events (<https://www.atu.edu/events/>) works with students, faculty, administrative staff and external customers to reserve space on

campus for their events. This office reserves the most appropriate space for each event based on location, anticipated attendance, and time of year and day. This office also maintains the University Master Calendar.

As of January 2, 2018, Arkansas Tech utilizes Ad Astra Scheduler for all space reservations on campus. Please use Firefox or Google Chrome as your browser. For more information or to schedule an event, go to [www.atu.edu/events/index.php](https://www.atu.edu/events/index.php) (<https://www.atu.edu/events/>)