

## TRADITIONAL STUDENTS



ATLANTA TECHNICAL COLLEGE

# Student Enrollment Checklist

## Traditional Students

Please complete this checklist in order to ensure you are prepared for your first day at ATC. We strongly advise you not to skip any steps.

### Step 1: Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) here: (<https://bit.ly/atcfafsa>), using school code **008543**; for additional assistance, please reference the tutorial here: (<https://bit.ly/atc-aid>)
- Review scholarship opportunities here: (<https://bit.ly/atc-awards>) and direct your questions to the Office of Institutional Advancement at [scampbell@atlantatech.edu](mailto:scampbell@atlantatech.edu).
- If you have any questions about financial aid, set up an appointment with Financial Aid using QLess, our appointment scheduling tool, here: (<https://bit.ly/atc-qless>)

### Step 2: Account Setup

- Log into Okta, our secure identity management tool here: (<https://bit.ly/atc-okta>); For setup instructions, please follow the guide here: (<https://bit.ly/okta-guide>)
- Log into your email here: (<https://bit.ly/atc-email>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Banner Web, our student portal, here: (<https://bit.ly/atc-banner>) For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Blackboard, our learning management system here: (<https://bit.ly/atc-blackboard>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-bb-tutorial>) and helpdesk here: (<https://bit.ly/atc-bbhelp>)

### Step 3: Registration

- Review our registration tutorial here: (<https://bit.ly/atc-bannerguide>)
- If you have not decided on an academic program, investigate programs here: (<https://bit.ly/atc-program>)

## TRADITIONAL STUDENTS

- Apply for your student ID at the Student Success Center; be sure to bring your current semester class schedule and driver's license or state picture ID.
- For additional assistance, please contact your Student Success Advisor; to find your advisor, please locate your program here: (<https://bit.ly/atc-ssa>)

### **Step 4: Payment (please wait at one month after submitting your FAFSA to ensure you receive aid if you qualify)**

- Accept your financial aid packages and ensure you have completed your FAFSA on Banner here: (<https://bit.ly/atc-banner>); If you have any questions about financial aid, set up an appointment with Financial Aid using QLess, our appointment scheduling tool, here: (<https://bit.ly/atc-qless>)
- Pay tuition and fees following the guide here: (<https://bit.ly/atc-payment>); for additional assistance, please contact [cashier@atlantatech.edu](mailto:cashier@atlantatech.edu)
- Purchase books and supplies for your classes; For your course materials, please check out the campus bookstore here: (<https://bit.ly/atc-store>)

### **Step 5: Orientation**

- Sign up for your virtual orientation here: (<https://bit.ly/atc-welcome>)
- Complete the state enrollment form to ensure you receive any relevant accommodations here: (<https://bit.ly/atc-acc>)

### **Step 6: Checklist Completion Confirmation**

- If you have any questions about whether you have successfully completed this checklist, please contact your Student Success Advisor; to find your advisor, please locate your program here: (<https://bit.ly/atc-ssa>)

If you need help with the above checklist items...

\*Please reach out to your Student Success advisor.  
To find your advisor, please see here: (<https://bit.ly/atc-ssa>)

## VETERANS



ATLANTA TECHNICAL COLLEGE

# Student Enrollment Checklist

## Veterans

Please complete this checklist in order to ensure you are prepared for your first day at ATC. We strongly advise you not to skip any steps.

### Step 1: Financial Aid

**Note: This step may not be required depending on VA eligibility criteria. For questions, please reach out to [veterans@atlantatech.edu](mailto:veterans@atlantatech.edu).**

- Complete the Free Application for Federal Student Aid (FAFSA) here: (<https://bit.ly/atcfafsa>), using school code **008543**; for additional assistance, please reference the tutorial here: (<https://bit.ly/atc-aid>)
- Review scholarship opportunities here: (<https://bit.ly/atc-awards>) and direct your questions to the Office of Institutional Advancement at [scampbell@atlantatech.edu](mailto:scampbell@atlantatech.edu).
- If you have any questions about financial aid, set up an appointment with Financial Aid using QLess, our appointment scheduling tool, here: (<https://bit.ly/atc-qless>)

### Step 2: Account Setup

- Log into Okta, our secure identity management tool here: (<https://bit.ly/atc-okta>); For setup instructions, please follow the guide here: (<https://bit.ly/okta-guide>)
- Log into your email here: (<https://bit.ly/atc-email>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Banner Web, our student portal, here: (<https://bit.ly/atc-banner>) For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Blackboard, our learning management system here: (<https://bit.ly/atc-blackboard>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-bb-tutorial>) and helpdesk here: (<https://bit.ly/atc-bbhelp>)

### Step 3: Registration

- Review our registration tutorial here: (<https://bit.ly/atc-bannerguide>)

## VETERANS

- If you have not decided on an academic program, investigate programs here: (<https://bit.ly/atc-program>)
- Apply for your student ID at the Student Success Center; be sure to bring your current semester class schedule and driver's license or state picture ID.
- For additional assistance, please contact your Student Success Advisor; to find your advisor, please locate your program here: (<https://bit.ly/atc-ssa>)

### **Step 4: Payment (please wait at one month after submitting your FAFSA to ensure you receive aid if you qualify)**

**Note: This step may not be required depending on VA eligibility criteria. For questions, please reach out to [veterans@atlantatech.edu](mailto:veterans@atlantatech.edu).**

- Accept your financial aid packages and ensure you have completed your FAFSA on Banner here: (<https://bit.ly/atc-banner>); If you have any questions about financial aid, set up an appointment with Financial Aid using QLess, our appointment scheduling tool, here: (<https://bit.ly/atc-qless>)
- Pay tuition and fees following the guide here: (<https://bit.ly/atc-payment>); for additional assistance, please contact [cashier@atlantatech.edu](mailto:cashier@atlantatech.edu)
- Purchase books and supplies for your classes; For your course materials, please check out the campus bookstore here: (<https://bit.ly/atc-store>)

### **Step 5: Orientation**

- Sign up for your virtual orientation here: (<https://bit.ly/atc-welcome>)
- Complete the state enrollment form to ensure you receive any relevant accommodations here: (<https://bit.ly/atc-acc>)

### **Step 6: Checklist Completion Confirmation**

- If you have any questions about whether you have successfully completed this checklist, please contact your Student Success Advisor; to find your advisor, please locate your program here: (<https://bit.ly/atc-ssa>)

**If you need help with the above checklist items...**

\*Please reach out to your Student Success advisor.  
To find your advisor, please see here: (<https://bit.ly/atc-ssa>)

## INTERNATIONAL STUDENTS



ATLANTA TECHNICAL COLLEGE

# Student Enrollment Checklist

## International Students

Please complete this checklist in order to ensure you are prepared for your first day at ATC. We strongly advise you not to skip any steps.

### Step 1: Financial Aid

- Review scholarship opportunities here: (<https://bit.ly/atc-awards>) and direct your questions to the Office of Institutional Advancement at [scampbell@atlantatech.edu](mailto:scampbell@atlantatech.edu).

### Step 2: Account Setup

- Log into Okta, our secure identity management tool here: (<https://bit.ly/atc-okta>); For setup instructions, please follow the guide here: (<https://bit.ly/okta-guide>)
- Log into your email here: (<https://bit.ly/atc-email>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Banner Web, our student portal, here: (<https://bit.ly/atc-banner>) For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Blackboard, our learning management system here: (<https://bit.ly/atc-blackboard>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-bb-tutorial>) and helpdesk here: (<https://bit.ly/atc-bbhelp>)

### Step 3: Registration

- Review our registration tutorial here: (<https://bit.ly/atc-bannerguide>)
- If you have not decided on an academic program, investigate programs here: (<https://bit.ly/atc-program>)
- Apply for your student ID at the Student Success Center; be sure to bring your current semester class schedule and driver's license or state picture ID.
- For additional assistance, please contact your Student Success Advisor; to find your advisor, please locate your program here: (<https://bit.ly/atc-ssa>)

## INTERNATIONAL STUDENTS

### **Step 4: Payment (please wait at one month after applying for scholarships to ensure you receive scholarships if you qualify)**

- Accept your scholarships on Banner here: (<https://bit.ly/atc-banner>); If you have any questions about scholarships, direct your questions to the Office of Institutional Advancement at [scampbell@atlantatech.edu](mailto:scampbell@atlantatech.edu)
- Pay tuition and fees following the guide here: (<https://bit.ly/atc-payment>); for additional assistance, please contact [cashier@atlantatech.edu](mailto:cashier@atlantatech.edu)
- Purchase books and supplies for your classes; For your course materials, please check out the campus bookstore here: (<https://bit.ly/atc-store>)

### **Step 5: Orientation**

- Sign up for your virtual orientation here: (<https://bit.ly/atc-welcome>)
- Complete the state enrollment form to ensure you receive any relevant accommodations here: (<https://bit.ly/atc-acc>)

### **Step 6: Checklist Completion Confirmation**

- If you have any questions about whether you have successfully completed this checklist, please contact your Student Success Advisor; to find your advisor, please locate your program here: (<https://bit.ly/atc-ssa>)

If you need help with the above checklist items...

\*Please reach out to your Student Success advisor.  
To find your advisor, please see here: (<https://bit.ly/atc-ssa>)

## DUAL ENROLLMENT (HIGH SCHOOL) STUDENTS



ATLANTA TECHNICAL COLLEGE

# Student Enrollment Checklist

## Dual Enrollment (High School) Students

Please complete this checklist in order to ensure you are prepared for your first day at ATC. We strongly advise you not to skip any steps.

### Step 1: Financial Aid

**Note:** Dual enrollment students should apply for dual enrollment funding on the Georgia Futures website, [www.gafutures.org](http://www.gafutures.org). For assistance, please reference the guide here (<https://bit.ly/ga-futures-guide>). Make sure that your parent/guardian also completes the emailed approval process.

### Step 2: Account Setup

Student UserIDs for all processes below are sent to all dual enrollment students via email.

- Log into Okta, our secure identity management tool here: (<https://bit.ly/atc-okta>); For setup instructions, please follow the guide here: (<https://bit.ly/okta-guide>)
- Log into your email here: (<https://bit.ly/atc-email>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Banner Web, our student portal, here: (<https://bit.ly/atc-banner>) For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Blackboard, our learning management system here: (<https://bit.ly/atc-blackboard>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-bb-tutorial>) and helpdesk here: (<https://bit.ly/atc-bbhelp>)

### Step 3: Registration

- Complete a registration and advisement session with your dual enrollment advisor; Please check your admit letter email to determine your advisor and schedule an appointment here (<https://bit.ly/dual-ferrell>) for Ms. Ferrell and here (<https://bit.ly/dual-gilyard>) for Ms. Gilyard

### Step 4: Textbooks

## DUAL ENROLLMENT (HIGH SCHOOL) STUDENTS

**Note: Dual enrollment students do not need to accept financial aid or pay for textbooks; Please contact [jqilyard@atlantatech.edu](mailto:jqilyard@atlantatech.edu) with any questions**

- Order books for your classes once you have received instructions via email; For your course materials, please check out the campus bookstore here: (<https://bit.ly/atc-store>)

### **Step 5: Orientation**

- Dual Enrollment Orientation information is sent via email to all dual enrollment students

**If you need help with the above checklist items...**

\*Please reach out to your advisor – Ms. Ferrell or Ms. Gilyard – through [hsadmissions@atlantatech.edu](mailto:hsadmissions@atlantatech.edu)



## TRANSIENT STUDENTS



ATLANTA TECHNICAL COLLEGE

# Student Enrollment Checklist

## Transient Students

Please complete this checklist in order to ensure you are prepared for your first day at ATC. We strongly advise you not to skip any steps.

### Step 1: Financial Aid

**Note:** Transient students apply for financial aid at their home institution, not ATC, so you may skip this step; If you have any questions, please set up an appointment with Financial Aid using QLess, our appointment scheduling tool, here: (<https://bit.ly/atc-qless>)

### Step 2: Account Setup

- Log into Okta, our secure identity management tool here: (<https://bit.ly/atc-okta>); For setup instructions, please follow the guide here: (<https://bit.ly/okta-guide>)
- Log into your email here: (<https://bit.ly/atc-email>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Banner Web, our student portal, here: (<https://bit.ly/atc-banner>) For setup instructions, please follow the guide here: (<https://bit.ly/atc-email-guide>)
- Log into Blackboard, our learning management system here: (<https://bit.ly/atc-blackboard>); For setup instructions, please follow the guide here: (<https://bit.ly/atc-bb-tutorial>) and helpdesk here: (<https://bit.ly/atc-bbhelp>)

### Step 3: Registration

- Review our registration tutorial here: (<https://bit.ly/atc-bannerguide>)
- Apply for your student ID at the Student Success Center; be sure to bring your current semester class schedule and driver's license or state picture ID.
- For additional assistance, please contact the registrar at [ATCRegistrar@atlantatech.edu](mailto:ATCRegistrar@atlantatech.edu).

## TRANSIENT STUDENTS

### **Step 4: Payment (please wait at one month after submitting your FAFSA to ensure you receive aid if you qualify)**

**Note: Transient students accept financial aid through their home institution; If you have any questions, please set up an appointment with Financial Aid using QLess, our appointment scheduling tool, here: (<https://bit.ly/atc-qless>)**

- Pay any tuition and fees following the guide here: (<https://bit.ly/atc-payment>); for additional assistance, please contact [cashier@atlantatech.edu](mailto:cashier@atlantatech.edu)
- Purchase books and supplies for your classes; For your course materials, please check out the campus bookstore here: (<https://bit.ly/atc-store>)

### **Step 5: Orientation**

- Sign up for your virtual orientation here: (<https://bit.ly/atc-welcome>)
- Complete the state enrollment form to ensure you receive any relevant accommodations here: (<https://bit.ly/atc-acc>)

### **Step 6: Checklist Completion Confirmation**

- If you have any questions about whether you have successfully completed this checklist, please contact the registrar at [ATCRegistrar@atlantatech.edu](mailto:ATCRegistrar@atlantatech.edu).

**If you need help with the above checklist items...**

\*Please reach out to the registrar at [ATCRegistrar@atlantatech.edu](mailto:ATCRegistrar@atlantatech.edu)