

Getting Started

Your orientation must be successfully completed between

A.T. STILL UNIVERSITY | ATSU
SCHOOL OF HEALTH MANAGEMENT



Tips for success

Access the ATSU portal

1. Go to <https://my.atsu.edu>
2. Enter user ID (arrives in your personal email in 5-10 business days)
3. Enter password (also found in the email)

Change your password

1. Click on the "Account Management" folder
2. Click on "Change Password"
3. Follow screen directions

Access new student orientation

You must complete the SHM 101 New Student Orientation course with a cumulative score of 80 percent or higher before starting classes. The start and end date for your orientation is listed on the cover of this guide. If you fail to successfully complete your orientation during these dates you will be unable to start the quarter.

To access the orientation, follow the directions for course access and click on "Student Orientation." Students spend an average of five hours completing this course.

Access courses

1. Enter ATSU portal
2. Click on "My Tools"
3. Click on "WebCT CE 6.0"
4. Choose course (accessible first day of term)

Your course list

SHM 101 New Student Orientation

This required course ensures that you understand your online commitment and successfully use the features and functions you encounter in all courses.

Academic Degree Plan (ADP) courses

Each quarter, you will see scheduled courses outlined in your ADP. You are automatically enrolled in program-related courses based on your ADP. Changes will not be made to scheduled courses unless officially changed with the associate dean of student support. Access to courses begins on the first day of the quarter. Three days prior to course start dates, you may access the course welcome letter. This letter assigns the first week's reading.

Access student resources

The ATSU student handbook, SHM student catalog, quarterly book list, contact information, and other helpful items are located here.

1. Enter ATSU portal
2. Click on "SHM"
3. Click on "Student Resources"

Access student email

All students have an ATSU email account.

From this point on, all administrative email correspondence will be sent to your student email account. Your email account is not used in course correspondence. All course interaction occurs within individual WebCT courses.

1. Enter ATSU portal
2. Click on "My Tools"
3. Click on "Student Email"

Order books

Matthews Bookstore is ATSU's official bookstore. However, you are free to order books from other providers. You are responsible for the cost of books as well as delivery and accuracy of delivery. A book list is provided four weeks prior to each quarterly start and can be found on the ATSU portal under SHM – Student Resources. We recommend ordering books two to four weeks prior to the start of courses to ensure timely delivery and allow you to begin your first week's reading.

Access Matthews Bookstore

1. Go to <http://webmedbooks.com/shm/default.aspx>
2. Select your campus/term (e.g. SHM Spring 2009)
3. Type your course code (e.g. SHM 700)
4. Click "View" next to correct course
5. Select book(s) and click "Add to Cart"
6. Click "Proceed to Checkout"
7. Follow screen directions to complete purchase

Tuition payment requirements

Pay tuition

Tuition may be paid by check or credit card and is due 10 business days before the first day of class.

- Failure to pay the balance by the first day of class results in denied access to courses
- Interest accrues at 1.5 percent monthly on the unpaid balance until the matter is cleared
- A hold is placed on unpaid accounts, preventing registration in future courses at ATSU and preventing release of a transcript until the balance is paid

Remember to frequently check your ATSU email account for important tuition updates.

Mail checks to:

Controller's Office
A.T. Still University
800 W. Jefferson St.
Kirksville, MO 63501

To pay by credit card, contact the Controller's Office at 866.626.2878, ext. 2495.

View your account

1. Enter ATSU portal
2. Click on "My Tools" under "ATSU Menu"
3. Click on "CampusVue Student Portal"
4. Click on "My Account," then "Account Information"
5. Select "Account Details" tab

Withdrawal refund policy

Withdrawal from course prior to first day of classes – 100 percent refund

Withdrawal from course on first to the third calendar day of quarter – 75 percent refund

Withdrawal from course on fourth to the sixth calendar day of quarter – 50 percent refund

Withdrawal from course on seventh to the ninth calendar day of quarter – 25 percent refund

Withdrawal from course on 10th calendar day or after – no refund

Financial aid

Eligibility for financial aid

To be eligible for federal financial aid, you must meet specific criteria:

1. Be enrolled at least half-time as a residential student or enrolled in at least five credits per quarter as an online student
2. Have completed your previous year's income tax return to have accurate information to complete your Free Application for Federal Student Aid (FAFSA)
3. Have completed and submitted your FAFSA at www.fafsa.ed.gov (ATSU school code is G02477)

FAFSA website

www.fafsa.ed.gov | school code – G02477

Financial aid process

Applying for and receiving financial aid is a multi-step process that involves Student Financial Services at ATSU.

1. Check the box on your ADP that signals your desire to use "Federal Financial Aid" as a payment option. Without checking this box, our office will not be notified of your desire to receive aid.
2. Submit your FAFSA. Once it arrives at ATSU, it is reviewed by for any issues that may need resolution.
3. Once your FAFSA is approved, you will receive an award letter from Financial Services with instructions for completing the process.
4. Financial aid will be disbursed during the second week of class.

Award letter checklist

The award letter checklist includes five steps that will guide you through the remaining financial aid process. You can also access the checklist from the link provided in your award letter email.

1. Accept your award in the ATSU portal. Be sure to check the box(es) next to your award before clicking "Accept All Awards."
2. Complete a direct loan Master Promissory Note (MPN) for first-time loans requested from ATSU.
3. Follow the link to the direct deposit form. Print and fax your completed form to the Controller's Office at 660.626.2483.

LeaderScript

ATSU provides numerous opportunities for students to volunteer, lead, and follow. Service to school, community, and profession is encouraged, and ATSU can help you develop the attitude and skills needed to make you a well-rounded, service-minded professional.

LeaderScript is an online service that documents your co-curricular achievement. By documenting your service and leadership achievements, you demonstrate that you are a competent and caring health-care professional.

Learn more about LeaderScript at www.atsu.edu/student_services/leaderscript.

Questions?

Classroom questions:

Contact your instructor inside the WebCT classroom

Billing/Tuition:

Controller's Office 866.626.2878, ext. 2495

Registration:

Registrar's Office 866.626.2878, ext. 2356

Financial Aid:

Financial Aid 866.626.2878, ext. 2529

Technical questions:

ATSU Helpdesk 866.626.2878, ext. 2200 or HelpDesk@atsu.edu

Matthews Bookstore customer service:

660.665.1251

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