

OTC Dual Credit

College Algebra MTH 130 - \$105

Payment Deadline: (online) Feb. 7, 2018

**Parents: all info below has been completed in class EXCEPT payment .
Payment must be made by Feb. 7 online.**

- ✓ **Complete online application (if you have applied to OTC since June then you do not have to do this.) Go to <https://www.otc.edu/FORMS/students/application.php>.**
NOTE: Remember to select Dual Credit on the application. Also, the email addresses you list is where your info. will be sent.
- ✓ **Complete the Guided Self-Placement (will need to record an email).**
- ✓ **Complete online dual credit registration form:**
<https://academics.otc.edu/media/uploads/sites/3/2016/11/Registration-Form-Power-Nov.pdf>.

RECORD IN FORM:

Spring 2018

Add

Seated

Class Code: MTH

Class Number: 130

HS Class Code (Seated Only): D3

Class Title: College Algebra

Credit Hours: 3

- ✓ **Return (signed) registration form by **Thursday, Jan. 11** to Mr. Williams. Mrs. Grass will mail the signed registration forms on Jan. 11 and then OTC DC office will register your course (approx. Jan. 18-22).**
- ✓ **After 72 business hours (approx. Jan 12), check your email for username and password information. **Again: watch for the information in your email that allows you to get into account and pay online with credit card by Feb. 7.****

- ✓ **STRONGLY SUGGEST: Keep track of your user ID and Password so you can access your grade, and register for future classes. This is the same information when you go to college at OTC in the fall or any other time that you may take a course there.**



OZARKS TECHNICAL COMMUNITY COLLEGE

January 8, 2018

Dear Parents and Students,

Thank you for your interest in the OTC Dual Credit program. Dual credit is a great opportunity for your student to earn high school and college credit at a fraction of the cost, without ever leaving their high school.

OTC Dual Credit is the most affordable dual credit option in the area. OTC Dual Credit tuition is **\$35 per credit hour** for both online and seated dual credit options. Online classes have an additional \$65 online format fee.

This is a significant cost savings over general tuition costs. Most students are classified as out-of-district. A general education, out-of-district college student would pay \$594 per class, whereas an OTC Dual Credit student would pay only \$170 for a comparable online course.

There are many benefits to the student to complete college classes before graduating high school. Students who participate in a dual credit program are more likely to complete their first year of college and complete it with a higher grade point average than those students who do not complete dual credit classes.

Please read the following materials closely for information concerning dual credit classes, admission steps to registration, transferring credits, and payment.

More information can be found at <http://academics.otc.edu/dualcredit/> After reviewing this information, please feel free to contact me with any additional questions at dualcredit@otc.edu

Sincerely,

Piper Wilson
Director of Dual Credit

How to Sign-Up - Dual Credit Checklist

- **Speak with Your High School Counselor**
- **Become an OTC Student**
 - Complete the online OTC application.
 - Students who completed an OTC application within the last year can skip this step.
- **Meet Guidelines and Prerequisites**
 - Guided self-placement is required for seated English and math classes.
 - High school districts may enforce additional prerequisites.
- **Complete the Registration Form**
 - The registration form must be signed by a parent/guardian.
 - Students will be contacted via the email address provided, after the registration form has been processed.
- **Make Payment**
 - Pay in full or make payment arrangements before the deadline or additional charges may apply and/or students may be dropped from class for non-payment.

More information: <http://academics.otc.edu/dualcredit/otc-dual-credit-checklist/>

Dates & Helpful Information

- Online class priority registration: November 14
- Online class registration deadline: as long as space is available and until January 10
- Online sites open and classes begin: January 16

- Seated classes begin: contact your high school
- Seated class registration deadline: February 7

- 100% refund/no bill if drop: January 22
- 50% refund/half bill if drop: January 29
- No refunds/full bill if drop on or after: January 30
- Billing posted: March 1
- Payment deadline: April 16

- Midterm grades post - online: March 20
- Last day to drop or withdrawal with W on transcript: May 9
- Final exams - online: May 10 through May 17
- Final grades due - seated: May 21
- Final grades post: May 22

Username, Password & myOTC:

Students can access their unique information through their myOTC student account <http://my.otc.edu> If students need help with username, password or myOTC, the enrolled student can contact the OTC Help Desk at (417) 447-7548 for assistance.

Textbooks:

Since the textbook is an important instructional tool, OTC requires that all dual credit classes obtain and utilize the same textbooks as required by the college. For online classes, students can access textbook information via their myOTC account or by accessing the OTC Bookstore website.

For seated classes, students should contact their seated instructor for textbook and materials information.

Drop or Withdrawal:

We hope students in dual credit classes are successful. However, if the enrolled student is not successful, he/she may officially drop the class or withdraw from classes on or before the posted last day to withdrawal. If a student wishes to drop a class, students must indicate "drop" on the dual credit registration form found in the admission steps on the website and submit completed form to dualcredit@otc.edu If the enrolled student is only enrolled in one class or wishes to withdraw from all classes, students must complete and submit an official Withdraw From All College Course form:

<http://students.otc.edu/registrar/withdraw-from-classes/>

Failure to officially drop or withdraw may result in an "F" grade posted to a college transcript. Failure to attend class does not constitute a withdrawal and does not entitle the student to a refund, nor absolve the student of any financial obligations to the college. If the student is entitled to a refund it will be mailed within 30 days of withdrawal.

Grades:

Midterm and final grades are available after the student completes the related assignment and the instructor submits grades into the OTC system. These grades and unofficial transcripts only can be found online through the student's myOTC account <http://my.otc.edu> Please remember that OTC does not mail grade reports.

Transferability of Credit:

OTC is accredited by the Higher Learning Commission (HLC), a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. OTC courses should be accepted for transfer to other regionally accredited institutions. However, students should always consult with the institutions of higher education to which they are interested in transferring regarding transfer policies and acceptance of specific credits. More information: <https://students.otc.edu/registrar/transfer-credits/>

Transcripts:

Official transcripts can be requested after students check to ensure their final grade has posted.

<http://students.otc.edu/registrar/transcript-request/>

Parent Information

If your son or daughter decides to enroll in an online dual credit course, you will need to understand the information below and give permission to enroll on his or her registration form.

- Students are not enrolled until they complete the registration process.
 - Students are expected to perform and behave at the college level.
 - Information cannot be released to parents even if the student is a minor due to FERPA policy. This includes academic, grade, and payment information.
 - Final grades will be assigned at the end of each semester. These credits are transferable.
 - If a registered dual credit student decides to drop their course(s), the student must complete the proper drop/withdraw forms.
 - Students must heed to the payment deadlines and either pay in full or make a payment plan by the deadline or additional charges may apply. Dropping classes may affect high school credits.
 - It is the student's responsibility to contact college employees. College officials cannot provide student record information to parents <https://students.otc.edu/registrar/ferpa-rights-to-privacy/>
 - More information: <http://academics.otc.edu/dualcredit/parents/>
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