

The DocuSign, e-signature hyperlink is embedded in the admission steps to enroll:

<https://academics.otc.edu/dualcredit/dual-credit-admission-process/>

Once students get to step four and select the hyperlink for 'Dual Credit Class Registration and Permission Form', then the following screenshots should be helpful navigating the process.

There are directions for completing the process via (1) computer and (2) phone below. Use of a computer is highly recommended.

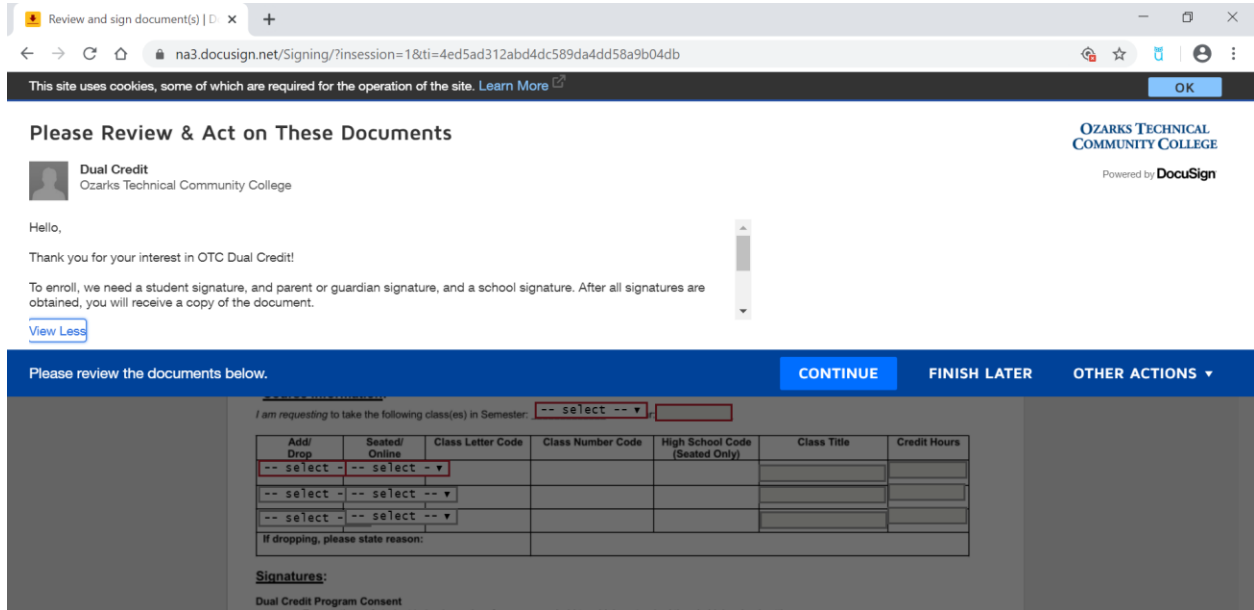
STUDENT PORTION with Computer

Once the embedded hyperlink registration form is selected, students will see this page below and will enter the full names and emails for themselves, the parent and the primary school contact. The emails provided serves as the pathway for obtaining signatures. Afterward, students select "Begin Signing".

Note: If you are a homeschool student, use the parent name and email for both parent and school. Parents will need to complete the signing process for both the parent signature and school signature. See both parts below.

The screenshot shows a web browser window with the URL <https://na3.docusign.net/Member/PowerFormSigning.aspx?P>. The browser's address bar also shows 'Identified by DigiCert' and 'DocuSign'. Below the browser window is a blue header for 'OZARKS TECHNICAL COMMUNITY COLLEGE'. The main content area is a white form titled 'PowerForm Signer Information'. The form includes the following text: 'Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.' and 'Please enter your name and email to begin the signing process.' The form has three sections, each with a 'Your Role:' label and a dropdown menu. The first section is for 'High School Student', the second for 'Parent or Guardian', and the third for 'School Contact'. Each section has two input fields: 'Your Name:' and 'Your Email:'. At the bottom right of the form is a blue button labeled 'Begin Signing'.

Then, students will have to read and select “Continue” to see the registration form.



Afterward, students can view the registration form underneath (see below). Students complete the Contact Information section and Course Information using OTC course codes.

Resource: For help with course codes, visit the course options by school partner page: <https://academics.otc.edu/dualcredit/school-partners-and-courses/>

On this same page, after completing both sections above, select the yellow “Sign” button at the bottom of the page and then the blue “Finish” button at the top of the page.

The form cannot be sent to the next person before these steps are complete. A parent and a school contact need to complete their process for the student to be eligible for enrollment.

Students are not enrolled in class(es) until a separate “confirmation of enrollment” email occurs from dualcredit@otc.edu

This completes the student steps. Skip ahead to Parent Portion.

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Please review the documents below. OK

FINISH **FINISH LATER** **OTHER ACTIONS**

Dual Credit Class Registration and Parent Consent

STOP: Please complete the [application to become an OTC student](#) before completing the document below.

Contact Information:

Student: Joe

Legal Last Name: [red box] Legal First Name: [red box] Middle Initial: [red box] Birthdate (MM/DD/YYYY): [red box]

Social Security Number or OTC ID: [red box] Name of High School: [red box] Graduation Date (MM/YYYY): [red box]

Student Email Address: [red box] Parent Email Address: [red box]

Course Information:

I am requesting to take the following class(es) in Semester: -- select --

Add/ Drop	Seated/ Online	Class Letter Code	Class Number Code	High School Code (Seated Only)	Class Title	Credit Hours
-- select --	-- select --					
-- select --	-- select --					
-- select --	-- select --					

If dropping, please state reason:

Signatures:

Dual Credit Program Consent

- Expectations of student behavior and performance are held to a higher standard than in high school settings.
- Class subject matter(s) are more complex and mature in nature than high school class content.
- OTC is [accredited](#).
- [Courses transfer well due to CORE 42](#) and transfer agreements with other colleges. Students are responsible for consulting with other college institutions about transfer policies.
- Students must complete the [admission steps](#) before the posted deadlines to enroll. Completion of the steps does not guarantee enrollment.
- Current program costs are listed on the dual credit website under [tuition and payment](#).
- While payment is not due now, payment must be made in full before the [published deadline](#). Any billing not covered by the High School District is the student's and parent/legal guardian's responsibility. All delinquent account balances will be assessed late fees and collection charges, and will be reported to collection agencies as well as the Missouri Department of Revenue.
- Payment reminders distribute via email and include directions for [payment online or in person only](#).
- If students are withdrawn from class(es) before classes begin, full refunds are processed for paid amounts only. If students withdraw after classes begin, no refunds are provided.
- To change class subjects or withdraw from class, an additional [registration form](#) must be provided with add or drop and the relevant course information only.

Additional information is available <http://academics.otc.edu/dualcredit/>. Questions should be directed to dualcredit@otc.edu

FERPA Disclosure

I hereby authorize and consent to the disclosure of educational records between OTC and the High School District as well as with the individual(s) identified below. This includes any information contained in my educational, academic, and student financial records held by OTC. This includes but is not limited to grades, registration, academic standing, payment information, and collections. Verbal access only will be granted to the following individual(s) once appropriate identification has been verified. Written, printed or photocopied materials will not be provided. This release does not cover Counseling Services, Disciplinary, Behavioral Intervention Team or Disability Support records.

I understand and agree to the terms outlined on this form and within the dual credit website. Sign

Student Name: Joe Student / Date: 9/4/2019

Parent/Guardian Name: / Date:

School Permission: Name: / Date:

8/2019

STUDENT PORTION with Mobile Device

If a student is using their mobile device to complete the registration form, the red boxes that students fill in with their information will not be in the order shown above. Provided below is additional information about what should go in each box based on the mobile device view.

Under the Contact Information Section:

The students last name, first name, and student email address will automatically be provided on the registration form from when they entered their contact information at the beginning of the process.

1. When they look at the form on a mobile device, there will be two red boxes stacked on top of each other. The top box (1 in the image below) is for the student's middle initial.
2. The bottom box (2 in the image below) is for the student's birthdate (MM/DD/YYYY)
3. The box under "Legal Last Name" (3 in the image below) is for the student's social security number or OTC ID without initials.
4. The student will need to use the scroll bar above "Course Information", the box under "Middle Initial" (4 in the image below) is for the name of the student's high school.
5. The box under "Birthdate" (5 in the image below) is for the student's graduation date. (MM/YYYY)

OZARKS TECHNICAL COMMUNITY COLLEGE
Dual Credit Class Registration and Parent Consent

STOP: Please complete the [application to become an OTC student](#) before completing the document below.

Contact Information:
Last Name
First Name
1. 2.
3. Legal Last Name First Middle Initial

Social Security Number or OTC ID Name of High School
email@domain.com
Student Email Address Parent Email Address

Course Information:
I am requesting to take the following class(es) in Semester:

Under the Course Information section, the boxes are easier to understand:

1. Students should scroll down; the box will say select (1 in the image below) and this is where the student puts the semester they want to take the course in.
2. The next box (2 in the image below) is where the student puts the year they are taking the dual credit class in.
3. The other boxes are in the arrangement of columns with a scroll bar along the bottom and labels at the top of the columns (3 in the image below)
 - a. Students complete the Course Information section with OTC course codes.
 - i. If students need help with course codes, they can visit the course options by school partner page: <https://academics.otc.edu/dualcredit/school-partners-and-courses/>

Course Information:
I am requesting to take the following class(es) in Semester:
1.

2. Year:

Add/ Drop	Seated/ Online	Class Letter Code
<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	
<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	
<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	

If dropping, please state reason:

Once the student has entered the information on the registration form, they will need to select the yellow “Sign” button at the bottom of the screen, go to the top of the screen and click “Next”, and finally click the blue “Finish” button.

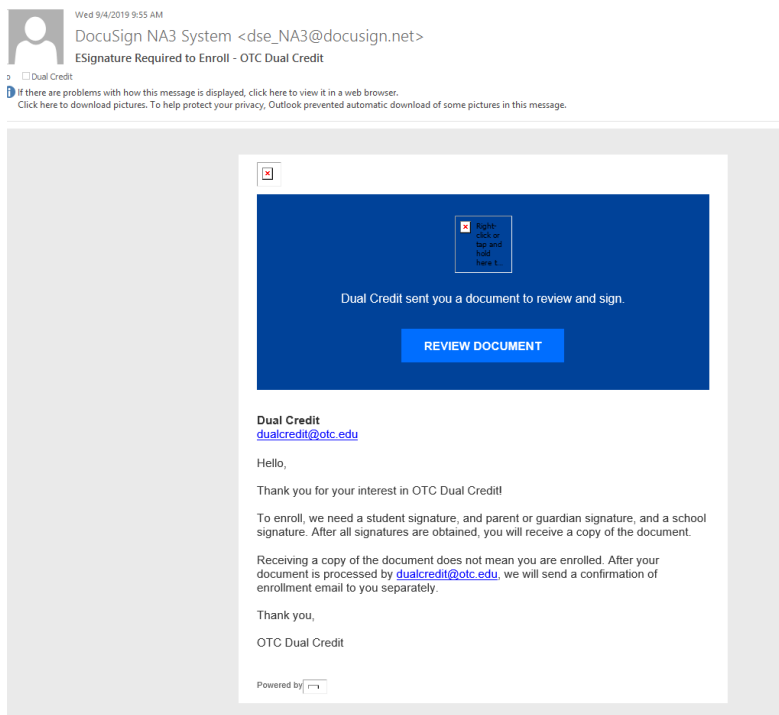
The form cannot be sent to the next person before these steps are complete.

This completes the student steps.

PARENT PORTION

Only after all the steps under Student Portion with a Computer OR Student Portion with a Mobile Device are completed, will the registration form distribute to the parent email address provided.

Parents will then go to their email provided, for a communication from DocuSign, and select the “Review Document” button to see the registration form submitted.



Parents may have to read the message and select “Continue” from the dropdown banner to view the form (see image on page 2 above).

Afterward, parents use the yellow “Sign” and blue “Finish” buttons to complete their part (see page 3 above – the only difference will be that the form has information entered).

Resource: Alternatively, parents can Decline the document, under the Other Actions dropdown on the top right. If an error was made by the student, and the parent is unable to edit the document, the parent can Decline to sign. The student will be notified of the declined action via an email from DocuSign. The process can be started again with the correct information.

Only after “Finish” is selected, does the electronic document distribute to the school contact entered by the student. A school contact need to complete their process for the student to be eligible for enrollment.

Students are not enrolled in class(es) until a separate “confirmation of enrollment” email occurs from dualcredit@otc.edu

This completes the parent portion (unless you are a homeschool family). If you are a homeschool family, the parent needs to complete the process below as well.

SCHOOL CONTACT PORTION

Only after the student completes each of the steps above, and the parent e-signs and finishes the document, will the registration form distribute to the school contact email address provided.

School contacts will go to their email, select email from DocuSign and the “Review Document” button, to see the registration form submitted (see image on page 5).

School contacts may have to read the message and select “Continue” from the dropdown banner to view the form (see image on page 2).

Afterward, they can use the yellow “Sign” and blue “Finish” buttons to complete their part (see image on page 3 – the only difference will be that the form has information entered).

Resource: Alternatively, school contacts can Decline the document, under the Other Actions dropdown on the top right. If an error was made by the student, and the school contact is unable to edit the document, the school contact can Decline to sign. The student will be notified of the declined action via an email from DocuSign. Students are more than welcome to start again with correct information.

Only after “Finish” is selected, does the electronic document is distribute automatically to dualcredit@otc.edu for processing.

This completes the school contact portion.

ALL PARTIES

After the form is completed and all signatures are obtained, a copy of the competed form will distribute to all signees from DocuSign, including the dual credit office for processing, See the image below.

Once the dual credit office processes the completed form and registers the student in class(es), a separate “confirmation of enrollment” email will occur from dualcredit@otc.edu Students are not enrolled until this communication occurs.

