The DocuSign, e-signature hyperlink is embedded in the admission steps to enroll:
https://academics.otc.edu/dualcredit/dual-credit-admission-process/
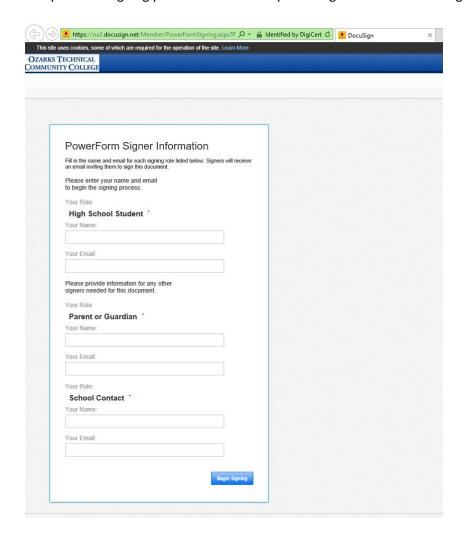
Once students get to step four and select the hyperlink for 'Dual Credit Class Registration and Permission Form', then the following screenshots should be helpful navigating the process.

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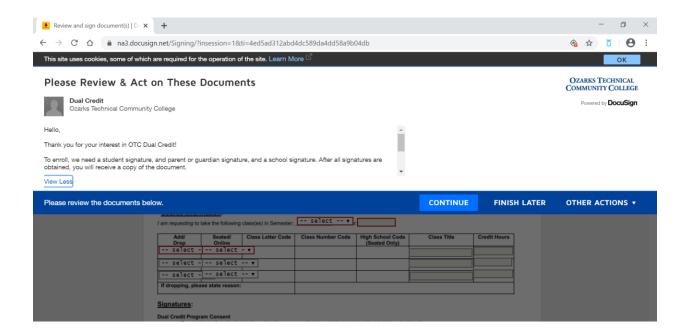
STUDENT PORTION with Computer

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 school contact can be the instructor of the course.* **Please use proper capitalization**. 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.

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 <u>Contact Information</u> section and <u>Course Information</u> using OTC course codes.

- **Important Information** about the <u>Contact Information</u> section:
  - o If a student is participating in Launch**, they must put Launch as the high school**.
    - ▪ If a student puts their regular high school, they may be turned away because we do not partner with their regular high school for Dual Credit and we do not know they are going through Launch.
- **Important Information** about the <u>Course Information</u> section:
  - o If a student is participating in Launch, **they must put that the class is SEATED**.
    - ▪ The course is taught by an approved high school Launch instructor not an OTC instructor in a class with other college students like an online Dual Credit course.
  - o If a student is participating in Launch, they must put **the correct High School Code for the instructor** they are taking the course with.
    - ▪ If a student does not include the High School Code or if they put the wrong code, the student may end up with the wrong instructor or course.
    - ▪ Students can find out what High School Code belongs to which instructor by going to our Course Options by School Partner webpage under the Launch tab: https://academics.otc.edu/dualcredit/school-partners-and-courses/
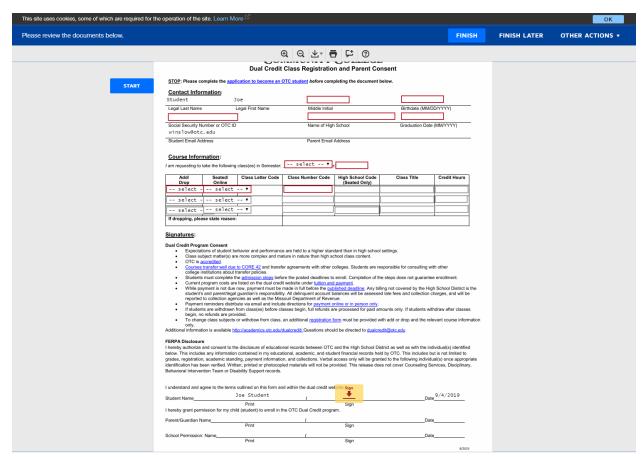
Resource: For help with course codes, visit the course options by school partner page: https://academics.otc.edu/dualcredit/school-partners-and-courses/

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.

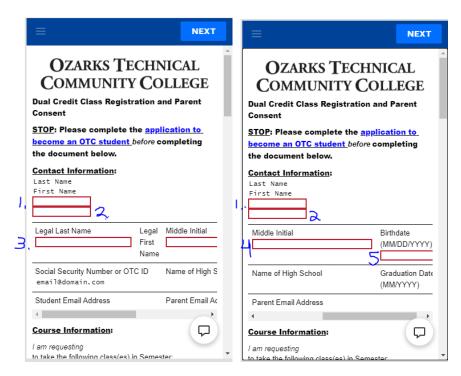STUDENT PORTION with Mobile Device

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.
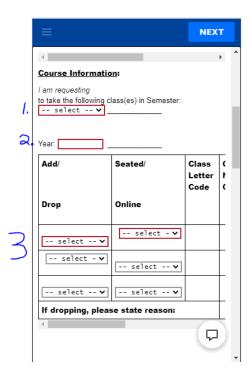
1. When they look at the form on a mobile device, there will be two red boxes stacked on top of each other. The top box (1 In the image below) is for the student's middle initial.
2. The bottom box (2 in the image below) is for the student's birthdate (MM/DD/YYYY)
3. The box under "Legal Last Name" (3 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)

- **Important Information** about the Contact Information section:
  - If a student is participating in Launch, **they must put Launch as the high school**.
    - <mark>If a student puts their regular high school, they may be turned away because we do not partner with their regular high school for Dual Credit and we do not know they are going through Launch.</mark>

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/
- **Important Information** about the Course Information section:
  - If a student is participating in Launch, **they must put that the class is SEATED**.
    - The course is taught by an approved high school Launch instructor not an OTC instructor in a class with other college students like an online Dual Credit course.
  - If a student is participating in Launch, they must put **the correct High School Code for the instructor** they are taking the course with.
    - <mark>If a student does not include the High School Code or if they put the wrong code, the student may end up with the wrong instructor or course.</mark>
    - Students can find out what High School Code belongs to which instructor by going to our Course Options by School Partner webpage under the Launch tab: https://academics.otc.edu/dualcredit/school-partners-and-courses/

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.
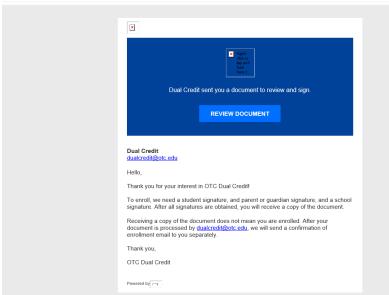
This completes the student steps.

<u>PARENT PORTION</u>

Only after all the steps under Student Portion with a Computer OR Student Portion with a Mobile Device are competed, 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.

<u>ALL PARTIES</u>

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.