

## Dual Enroll OTC Student User Guide

Welcome to the dual enrollment program at Ozarks Technical Community College! OTC provides a convenient online registration process using DualEnroll.com. Here's how to register for your OTC course(s).

### First Time Students - Create an Account

You can register by computer or on your smart phone by navigating to

<https://otc.dualenroll.com/login> and selecting, **CREATE MY ACCOUNT**. If you have an existing

DualEnroll account from a different college, use your existing log-in. **You cannot have duplicate accounts in dualenroll.** You can navigate between the various colleges via the college specific, DualEnroll link.

**Login issues? See page 6.**

OTC has seven application steps. Completed steps are listed in **green** under Application Steps, and the current step is shown in **orange**.

Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

### 1. Student Address

- a. Provide your mailing address, phone, and email address. Then, answer the additional application questions.

### 2. Student Demographics

- a. Once you click **REGISTER**, you'll receive a text message with an activation code, or an email with a link to confirm your account. **You must confirm your account to proceed.** If using email, be sure to check your junk and spam folders if you don't see the communication in your inbox. **Issues? See pg. 6.**

### 3. Terms and Conditions

- a. Read and agree to Ozarks Technical Community College's terms.

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### 4. FERPA Consent

- a. Indicate that you approve or deny various levels of FERPA consent.

- i. Under federal law, OTC cannot give out any student information, regardless of age unless the FERPA consent allows. Please fill the FERPA form out accordingly and enter a FERPA pin. **We will ask for your FERPA pin and must verify contact information before releasing any educational information to the individual listed on your FERPA form.**

A screenshot of the FERPA Consent form. The header shows 'Amanda Smith - CENTRAL HIGH SCHOOL'. The main content area is titled 'Ozarks Technical Community College FERPA Consent' and includes a 'RELEASE OF STUDENT INFORMATION AUTHORIZATION' section. It provides a link for additional information: <https://students.otc.edu/registrar/release-of-student-information>. Below the link, it states: 'I hereby authorize Ozarks Technical Community College to release the educational records or information as indicated.' A 'Please Note' section mentions that counseling and disability records are not covered under FERPA. On the right, an 'APPLICATION STEPS' sidebar shows buttons for 'Account', 'Student Address', 'Student Demographics', 'Terms and Conditions', and 'FERPA Consent', with the latter being highlighted in orange.

### 5. Parent Information

- a. Enter parent contact preference and information. **NOTE: Parent contact information cannot be the same as student contact information.**

A screenshot of the 'Parent or Guardian Contact Information' form. It includes fields for 'Parent Or Guardian Name\*', 'Relationship\*', 'Preference\*', and 'Parent Or Guardian Email'. The 'APPLICATION STEPS' sidebar on the right shows 'Parent Information' highlighted in orange, along with other steps like 'Account', 'Student Address', 'Student Demographics', 'Terms and Conditions', 'FERPA Consent', and 'High School'.

### 6. High School

- a. Enter your high school, graduation or GED/HiSET Completion year, and your HS counselor listed in the dropdown menus.

A screenshot of the High School information form. It features dropdown menus for 'Change High School' (currently set to 'CENTRAL HIGH SCHOOL'), 'High School Graduation or GED/HiSET Completion Year\*', and 'Counselor\*'. An 'UPDATE' button is at the bottom left. The 'APPLICATION STEPS' sidebar on the right shows 'Parent Information' highlighted in orange, with other steps like 'Account', 'Student Address', 'Student Demographics', 'Terms and Conditions', 'FERPA Consent', and 'High School'.

### 7. Tuberculosis Screening

- a. Complete questions for the tuberculosis screening.

A screenshot of the Tuberculosis Screening form. It lists various countries: Laos, Latvia, Lesotho, Liberia, Libya, Lithuania, Macedonia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Navassa Island, Nepal, Nicaragua, Niger, Nigeria, Niue, North Korea, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Romania, Russia, Rwanda, Saint Vincent and the Grenadines, Sao Tome and Principe, Senegal, Serbia, Seychelles, Solomon Islands, Somalia, South Africa, South Korea, South Sudan, Spain, Sri Lanka, Sudan, Suriname, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Thailand, The Gambia, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, or Zimbabwe. Below the list are three questions with dropdown menus: 'Were you born in, or during the past five years have you lived in any of the countries listed?\*', 'Have you had frequent or prolonged visits to one or more of the countries listed?\*', and 'Do any of the following apply to you?'. The 'Do any of the following apply to you?' section includes checkboxes for: 'You have been in close contact with a person known or suspected to have active tuberculosis disease.', 'You have worked in a high-risk congregate setting (e.g. a correctional facility, a long-term care facility, a homeless shelter, etc.)', 'You have worked as a health care worker serving clients who are at increased risk for active tuberculosis.', 'You are or have abused drugs or alcohol.', 'You have a medical condition that weakens the immune system (e.g. HIV).', and 'You are or have been experiencing symptoms of tuberculosis (e.g. fever, night sweats, cough and weight loss)'. An 'UPDATE' button is at the bottom left. The 'APPLICATION STEPS' sidebar on the right shows 'Tuberculosis Screening' highlighted in orange, with other steps like 'FERPA Consent', 'Parent Information', and 'High School'.

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**NOTE:** You can edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin the course registration process.

### Register for Course(s):

Once you are logged into your account, click on the **Courses** tab. The **course finder** shows you which courses are being offered.

Use any of the filtering options on the left to narrow down your search. **Click on the course name to see a detailed class description and available sections. Please note the term listed under the course name. For instance, for summer and fall enrollment, there will be courses listed for both terms. Please ensure you are selecting the correct term.**

Once you've decided on a course and section, click the **REGISTER** button to start the course registration process.

### Check Registration Status:

You can check the **status of your registration** under your **'status'** tab on the student dashboard. Click 'view



Course	Status	Steps
BIO-100 LIFE SCIENCE WD2(+) Ozarks Technical Community College Fall 2022	Instructor Approve Course: Complete Parent Provide Consent: Complete Student Select Another Course Section: Complete <b>Student declined Course Section</b>	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>
ENG-101 COMPOSITION I VDSRO(+) Ozarks Technical Community College Fall 2022	High School Approve Course: Complete Parent Provide Consent: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>
HST-120 U.S. HISTORY I: TO 1865 WD1(+) Ozarks Technical Community College Fall 2022	High School Approve Course: Complete Parent Provide Consent: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>
PHY-105 INTRODUCTION TO PHYSICS WD3(+) Ozarks Technical Community College Fall 2022	College Review Registration Request: Complete Designated Approver Approve Course: Complete Parent Provide Consent: Complete Student Select Another Course Section: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>

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current status' to see where your registrations are in the process.

- Students must drop classes using their DualEnroll registration Activity Page. If the registration is incomplete, an “abandon” option will appear instead of “drop.” Students can abandon registration at any point before completion of the enrollment. Once enrollment is complete, the “drop” option will appear.

**\* CONGRATULATIONS! \***

**Your part of the registration is done for now.** You will receive a notification email when your registration is complete, or if more information is needed. Now, your registration must go through the high school approval and parent consent steps before OTC enrollment is complete.

Steps

Parent: Provide Consent

[Resend] [History] [Notifications] [Abandon]

Students should meet the following eligibility guidelines. However, please use the radio buttons to make additional recommendations.

- Juniors and Seniors: 3.0 GPA or higher; Or, 2.5-2.99 GPA, with a recommendation from your principal or guidance counselor.
- Sophomores: Cumulative GPA of 3.0 or higher and a recommendation from your principal or guidance counselor.
- Freshmen: 90th percentile or higher on the ACT or SAT, cumulative GPA of 3.0 or higher, and a recommendation from your counselor or principal.
- Students must be age 15.5 years or older by the time OTC classes begin for on-campus and online classes only.
- Students must be age 14 years or older during the semester enrolled with the college for seated classes at high schools only.

Note: All GPA's mentioned above are on a 4.0 scale. The student's current GPA must be entered on a 4.0 scale in the box below. To convert a GPA to a 4.0 scale, multiply the GPA by four and divide that number by the scale your school uses.

Student Name	Action	GPA on 4.0 Scale?	Academic Year
Gabriel Oak	<input type="radio"/> Approve; recommendation not required <input type="radio"/> Approve and recommend <input type="radio"/> Student doesn't qualify; but recommend anyway <input type="radio"/> Don't approve or recommend; decline request to enroll	<input type="text"/>	<input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior

COMPLETE STEP

**NOTE: Homeschooled students:** Your designated approver must Review your Eligibility based on the OTC dual credit guidelines listed in the eligibility review form.

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### Parent Consent

Once the registration process is started, parents receive email and/or text notifications. The notifications indicate your registration status, **OR** request parental consent to register for the given term. **Notification for consent will include an active link to access the online parent consent form.**

**Once your parent has clicked the link in their email notification they must:**

- 1. Provide an Electronic Signature**
- 2. Provide Payment Method** (Students attending a school paid district will not see payment information and can skip this step.)
  - a. All other students will be required to pay electronically, per course, or select the 'pay later' option. The pay later option could appear as 'Pay electronically via Student's MyOTC.'
    - i. It's easiest to pay during registration via the 'Pay Now' option. Parents who select 'Pay Later' have additional steps to complete during the dual credit payment window.
    - ii. DualEnroll charges a convenience fee on all credit card transactions.\*\*
- 3. Click COMPLETE STEP.**

**Parent: Provide Consent**

I have reviewed the information and hereby grant permission for my child (student) to enroll in the OTC Dual Credit program at Ozarks Technical Community College. I understand:

- 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 and has transfer agreements with other colleges. Students are responsible for consulting with institutions about transfer policies.

**Payment Method:** All fees indicated that you will be paying the fees associated with your registration in MyOTC Learning at Ozarks Technical Community College. The fee is \$225.00.

If you choose to pay with Credit Card, a convenience fee of 3.8% will be added, for a total charge of \$233.40. If you choose to pay with MyOTC, there is no convenience fee.

Please choose a method of payment:

- Pay Now - Credit Card (includes a non-refundable convenience fee of 3.8%, which is a non-OTC fee)
- Pay Later (MyOTC) - No convenience fee

**Credit Card Payment:**  
The amount that will be charged to your credit card account is \$233.40.

Cardholder First Name:   
 Cardholder Last Name:   
 Credit Card Number:   
 Card Expiration Date:  /   
 CVV:   
 Billing Address:   
 Billing City:   
 Billing State:   
 Billing Zip/Postal Code:   
 Billing Country:   
 Billing Phone:   
 Description: Student/Ozarks Tech

Note: You will appear on your credit card statement as a charge from Ozarks Technical Community College.

Please click the "COMPLETE STEP" button below to confirm.  
 If you have any questions or concerns regarding payment or enrollment, [800.383.3833](tel:800383) to contact support.

**If your parent is not receiving email notifications**, verify and edit parent contact information by clicking on the **profile tab at the top of your DualEnroll page**. Then, click on the **'Parent Information'** option on the right-hand menu. **If you've verified your parent's contact information and they are still not receiving DualEnroll notifications**, ask them to check their SPAM folder.



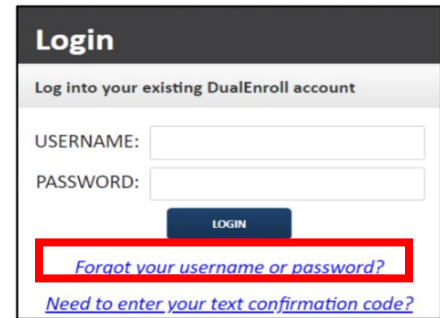
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### Login and Account Creation Troubleshooting

If you've forgotten your username or password, you can retrieve your username and/or reset your password using the link on the login screen.

#### When to contact the DualEnroll HelpDesk:

- 1. If you still cannot access your account after going through the 'forgot username or password,' process,** you can submit a Help Desk ticket by clicking the Help Desk button in the upper right corner of the log-in screen.
- 2. If you receive an error message about a duplicate phone number or email address.** This occurs when a student has a duplicate account in DualEnroll, or when the student has a sibling who has used the same parent contact information that the current student is attempting to add to their application. The DualEnroll HelpDesk can resolve this.



**Login**

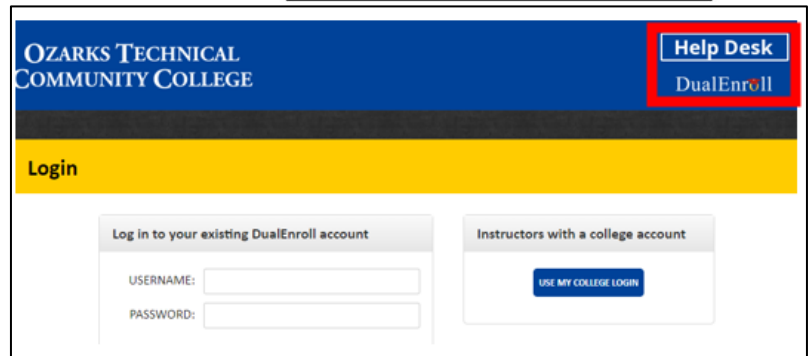
Log into your existing DualEnroll account

USERNAME:

PASSWORD:

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)



OZARKS TECHNICAL  
COMMUNITY COLLEGE

DualEnroll

**Login**

Log in to your existing DualEnroll account

USERNAME:

PASSWORD:

Instructors with a college account