OTC Homeschool 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 pages 6-7.

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 marked with an asterisk and click the **update** button after completing each 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 either 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 for the email. Issues? See pages 6-7.

3. Terms and Conditions

   a. Read and agree to the Ozarks Technical Community College terms.

4. **FERPA Consent**

    a. Indicate that you agree or disagree with the various levels of FERPA consent.

5. **Parent Information**

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

6. High School and Approver Contact Information

    a. Select 'homeschool'. Then, identify an "approver" for the dual credit eligibility step.

7. **Tuberculosis Screening**

    a. Complete questions for the tuberculosis screening.

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

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

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Register for Course(s):

Once you are logged into your account, click on the **Courses tab** to review the list of available courses. The **course finder** shows you which courses are offered for your school.

Use any of the filtering options on the left to narrow 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 chosen a course, click the REGISTER button to start the registration process.

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Check Registration Status:

You can check the **status of your registration** under the **'status' tab** on the student dashboard. Click 'view current status' to see where your registrations are in the process.

Your part of the registration is done for now. You will receive an email when your registration is complete, or if more information is needed. Now, your registration must go through the program eligibility and parent consent steps before enrollment is complete.

Please note that you can also drop courses from this screen by clicking the "drop" option for the course in which you wish to disenroll. ***All drops and enrollments must take place in the student's DualEnroll account.*

Review Dual Credit Eligibility

Homeschool students:
The designated approver appointed on your application **must** complete this step.**

Once the student registration steps are complete, the registration moves to the approver/eligibility step.

Your designated approver will receive an email noting OTC's requirements for student participation in dual credit.

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Once your designated approver has clicked the link in their email notification they must:

1. **Approve dual credit eligibility**
   a. Based on the outlined criteria, your approver will determine if you qualify for the dual credit program.
2. **Provide GPA information**
   a. GPA's are calculated on the 4.0 scale.
3. **Provide grade level**
4. **Click COMPLETE STEP**

Parent Consent

Once you initiate the registration process, your parents will receive ongoing email and/or text notifications. The notifications will provide them with an update on the status of your registrations, **OR** request consent to register your requested courses, for the given term.

Sometimes email notifications are delivered to the JUNK or SPAM folder. If your parent cannot find the consent email, ask them to check their SPAM mail folder.

Parent: Provide Consent

I have reviewed the information and hereby grant permission for my child (student) to enroll in the OTC Dual Credit

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 w institutions about transfer policies.
- Any billing not covered by the High School District is the student's and parent/legal guardian's responsibility.
- Payments are processed through student's online QuikPay accounts. OTC does not mail tuition bills. All deline balances will be assessed up to 35% collection charges and will be reported to appropriate collection agencies a Department of Revenue
- To withdraw from classes, students must complete the Student Services Official Withdrawal from All College
- Payment must be made in full before the published deadline or students are dropped from class(es).
- If students are withdrawn from class(es) before classes begin, full refunds are processed for paid amounts on withdraw after classes begin, no refunds are provided.
- Additional information is available at http://academics.otc.edu/dualcredit.

Sign electronically by entering your first and last name: [   ]
Click 'Complete Step' to give permission for your child to take this course and agree to the above.

Please click the "COMPLETE STEP" button below to confirm.
If you have any problems or questions regarding payment or permission, click here to contact support.

COMPLETE STEP

Your parent will receive an email and text message with a link to a parent consent form for each requested class. **Parents must click the link provided in their email or text notification to access the online consent form for each class requested by the student.**

Note: Parents do not and should not have DualEnroll accounts; only students can log directly into DualEnroll.com. Students also receive text and email notifications throughout the registration process. Please note that the links provided in the student notification of parental consent will direct students to log into their DualEnroll account where they can check the status of their registration. **Students cannot approve or submit parental consents.** All consent links must be accessed by the parent or designated approver, through their specified email address/contact information.

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

1. **Provide an Electronic Signature**

    a. They must enter their first and last name in the box provided.

2. **Provide Payment Method**

    a. *We strongly suggest parents choose the 'pay now' option. Parents who choose the pay-later option must wait until the designated OTC payment window to make a payment on their student's account. Consequently, parents who choose to pay during the payment window, will have significantly more steps to complete to pay their student's account balance*. Failure to pay the balance before the payment window closes will result in a student registration hold and will prevent your student from registering for courses in future semesters.

    b. Homeschool students and students attending classes outside a school-paid district will be required pay electronically, per class. Parents can also select the 'pay later' option. The pay later option may appear as 'Pay electronically via Student's MyOTC.'

        i. A convenience fee will be charged on all credit card transactions. ** No fee for E-checks.

3. Click **COMPLETE STEP.**

If your parent/approver is not receiving email notifications, you can check/edit parent contact information by clicking on the **Profile tab at the top of your page**. Click on the **'Parent Information'**

option on the menu to the right of your screen, and update parent contact information. See page 2 for a reminder on how to access parent information.

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.**
   a. 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.