



OZARKS TECHNICAL COMMUNITY COLLEGE

Dual Credit

2019-2020

January 10, 2020

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 seated dual credit option. 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 \$105 for a comparable dual credit 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 the information provided, please feel free to contact us with any additional questions at dualcredit@otc.edu

Sincerely,

Piper Wilson
Director of Dual Credit



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Parent Information

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

- For college courses, the right to inspect education records transfers from the parent to the student. It is the student's responsibility to contact college employees. College officials cannot provide student information to parents. <https://students.otc.edu/registrar/ferpa-rights-to-privacy/>
- Students are not successfully enrolled until all admissions steps are complete.
- For security, students must **utilize their myOTC email**, in order to complete the admission steps, access payment reminders, request transcripts, etc. For username, password, and myOTC student portal assistance, students may contact the Help Desk 417-447-7548
- Students are expected to perform and behave at the college level.
- If a registered dual credit student decides to drop their course(s), the student must complete the proper drop/withdraw forms. Dropping classes may affect high school credits.
- Students must heed to the payment deadlines and pay in full by the deadline or students will be dropped from their courses.
- Final grades will be assigned at the end of each semester. See Transferability & Accreditation section.

<http://academics.otc.edu/dualcredit/parents/>

Transferability & Accreditation

***All courses listed below have a CORE 42 MOTR Transfer Guarantee ***

The Missouri Department of Higher Education (MDHE) has identified a common set of general education courses. These courses are referred to as "CORE 42." CORE 42 courses are *guaranteed to transfer to any Missouri public college or university* to satisfy general education requirements.

<https://academics.otc.edu/core-42-motr-guarantee/>

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.

<https://students.otc.edu/registrar/transfer-credits/>



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Course Descriptions

Please see your high school instructor or counselor for available dual credit class options at your high school.

Admission Guidelines

Students interested in dual credit courses, taught at the high school by an approved high school instructor, must meet one of the following criteria:

- 11th or 12th grade student with a grade point average (GPA) of 3.0 (on a 4.0 scale) or higher
- 11th or 12th grade student with a GPA between 2.5-2.99 and recommended by the high school principal and/or his/her official designee
- 10th grade student with a 3.0 GPA or higher and recommended by the high school principal and/or his/her official designee
- 9th grade student with a 3.0 GPA or higher, 90th percentile or above on the ACT or SAT, and recommended by the high school principal and/or his/her official designee

Compliance with student admission guidelines is the designated high school's responsibility.



Steps to Participate

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

1. Speak with Your High School Counselor

2. Become an OTC Student

- Complete the online OTC application.
- Students who completed an OTC application within the last year can skip this step.

3. Meet Guidelines and Prerequisites

- For any English or math class, the Guided Self-Placement is required.
- High school districts may enforce additional prerequisites.

4. 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.

5. Obtain Course Materials

- Ask your dual credit high school teacher or counselor if any of your course materials are provided for you.
- *After email receipt of registration in class(es)*, use **my.otc.edu** to log in to myOTC, select the graduation hat icon on the left-hand side, then Bookstore Materials, select the semester near the top, and View Books. If you cannot select the correct semester, check back later.

6. Make Payment

- Pay in full before the deadline or students may be dropped from class(es) for non-payment, prevented from future registration, and/or unable to request transcripts.

Dates & Helpful Information

- *Seated* classes registration begins: November 1
- *Seated* classes begin: contact your high school
- *Seated* class registration deadline: February 5
- *Seated* No refunds/full bill if drop after: February 5

- Billing posts: TBA
- Payment deadline: TBA

- Last day to drop or withdrawal with W on transcript: May 6
- *Seated* final grades entered by instructor: May 18
- Final grades post: May 20



OZARKS TECHNICAL COMMUNITY COLLEGE

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.

Course Materials/Textbooks:

Since the textbook is an important instructional tool, OTC requires that course materials utilized within dual credit are equivalent to those required of students on the college campus. Students should first contact their instructor and/or their counselor for textbook and materials information. Afterward, students may also use the bookstore website <https://otcbookstore.com/topic.aspx?name=verbalink> or call 417-447-6620

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.

Transcripts:

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

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