



OZARKS TECHNICAL COMMUNITY COLLEGE

August 11, 2016

Dear Parents, Guardians 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 both online and seated dual credit options. Online classes have an additional \$65 online format fee.

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 \$170 for a comparable online 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 this information, please feel free to contact me with any questions you may have at dualcredit@otc.edu

Sincerely,

Piper Wilson
Director of Dual Credit

Parent Information

If your student decides to enroll in an online dual credit course, you will need to understand the information below and give permission to your student on their registration form.

- Students are not enrolled until they complete the registration process.
- Students are expected to perform and behave at the college level.
- Information cannot be released to parents even if the student is a minor due to FERPA policy. This includes academic, grade, and payment information.
- Final grades will be assigned at the end of each semester. These credits are transferable.
- If a registered dual credit student drops the course, the student must complete the proper drop/withdraw forms at OTC.
- Students must heed to the payment deadlines and either pay in full or make a payment plan by the deadline or they will be dropped from their class. Dropping classes may affect high school credits.
- It is the policy of the College that a student will be administratively withdrawn from a course due to nonparticipation in online classes. This equates to 14 consecutive days of nonparticipation.
- More information can be found: <http://academics.otc.edu/dualcredit/parents/>

Important Information for Online Students

- **FERPA Disclosure Policy**
 - If your student is having any issue, it is the student's responsibility to make contact with the appropriate official at the college. College officials cannot provide specific answers to parents. This includes academic, grade, and payment information.
- **Computer requirements:**
 - Students should have access to high-speed internet at home as well as at school. College assignments are still required to be completed if the high school is closed for inclement weather or scheduled days.
 - It is recommended students have access to computers with 2.7GHz processors or better with a Windows XP, 7, or 8.1 operating system.
 - Students need access to Microsoft Office for Word, Excel and PowerPoint.
- More information can be found: <http://academics.otc.edu/dualcredit/important-online-dual-credit-information/>

Admission Guidelines

Students seeking admission to the OTC Dual Credit Program are recommended to meet or exceed the following guidelines:

- 16 years of age at the time classes begin
- 3.0 cumulative high school grade point average
- Satisfactory self-placement for English, physics and math classes
- Recommended by the high school counselor or principal
- Permission from a parent or guardian

Sign-up - Dual Credit Checklist

More information: <http://academics.otc.edu/dualcredit/otc-dual-credit-checklist/>

- **Speak with Your High School Counselor**
- **Become an OTC Student**
 - Complete the online OTC application
 - If you are a returning student and have completed the online application, skip this step.
- **Meet Guidelines and Prerequisites**
 - Guided self-placement is required for seated English, math or science classes.
 - High school districts may enforce additional prerequisites.
- **Complete the Registration Form**
 - The registration form must be signed by your high school counselor and parent/guardian.
 - Your student will be contacted via the email address provided on the application, after the registration form has been processed.
- **Make Payment**
 - Pay in full or make payment arrangements before the deadline to remain registered in the class.

Online Dual Credit – Class List

- ART 100 Art & Experience
- ART 105 Art History: Renaissance through Contemporary
- BUS 115 Personal Finance
- CHM 160 General Chemistry
- CIS 101 Technology & Digital Literacy
- ENG 101 Composition I
- ENG 102 Composition II
- HST 120 US History: First Americans to Civil War
- HST 130 US History: Reconstruction to Present
- MTH 110 Intermediate Algebra
- MTH 130 College Algebra
- PHY 105 Introduction to Physics
- PHY 110 Introduction to Geology
- PHY 115 Introduction to Astronomy
- PLS 101 American Government & Politics
- PSY 110 Introduction to Psychology
- SOC 101 Introduction to Sociology
- SPN 101 Beginning Spanish I
- SPN 102 Beginning Spanish II

CHM 160 is recommended for science and engineering majors. For students not interested in those majors, PSY 105 or PHY 110 are recommended. CHM 160 has four required proctored exams. CHM 160 is four credit hour science without a lab. A lab can be taken separately on campus and it does not have to be taken concurrently. Prerequisite: grade of “C” or better in MTH 110 or higher, or satisfactory score on the ACT.

ENG 102 can be taken after successful completion of ENG 101.

SPN 102 can be taken after successful completion of SPN 101.

ENG 101 is **strongly recommended prior to PSY 110 and SOC 101. Students will be expected to have an understanding of MLA and/or APA format.

***PHY 105, 110, and 115 are all four credit hour classes requiring an online lab. A previous college level math class is recommended.

Visit the online class list for more class information: <http://academics.otc.edu/dualcredit/online-dual-credit-courses/>

Seated Dual Credit Classes

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

Dates & Helpful Information

- Online class registration deadline: August 17
 - Online payment deadline: August 17
 - Online classes begin: August 22
 - Seated classes begin: contact your high school
 - Seated class registration deadline: September 14
 - Seated payment deadline: October 1
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- 100% drop refund before August 28
 - 50% drop refund before September 4
 - No refunds for drops after September 4
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- Midterm grades available: October 20
 - Final exams: December 8 through December 16
 - Final grades available: December 20

Username and Password:

Students can access their unique information through their myOTC student account <http://my.otc.edu>. If students need help or have forgotten their username and password, only the enrolled student can contact the OTC Help Desk at (417) 447-7548 for assistance.

Textbooks:

Since the textbook is an important instructional tool, OTC requires that all dual credit classes obtain and utilize the same textbooks as required by the college. For seated classes, students should contact their seated instructor for textbook and materials information. For online classes, students can access textbook information via their myOTC account or by accessing the OTC Bookstore website.

Drop or Withdrawal:

We hope students in dual credit classes are successful. However, if the enrolled student is not being successful, he/she may officially drop the class or withdraw from classes on or before December 9. 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 will result in an “F” grade posted to your 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 grades and the instructor submits grades into the OTC system. These grades and unofficial transcripts can only 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/>