

DualEnroll Student User Guide

Welcome to the dual enrollment program at Ozarks Tech! 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 9.](#)

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

1. Student Address

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

2. Student Demographics

- 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 page 9.](#)

First Name ★ Middle Last Name ★ Suffix

Applicants may indicate a preferred first name if it is different than their legal first name. For example, Benjamin can indicate Ben, BJ or any other preferred first name. If you wish to be called by your legal first name, leave this field blank. Please do not indicated a preferred last name in this field.

Preferred First Name

Sex at birth ★ Birthdate ★

Female ▼



Street Address ★

City ★

State ★

MO ▼

Zip ★

Cell Phone ★

Email Address ★

Correct Social Security Numbers (SSN) are required to enroll at OTC. Almost all students have a SSN. If you *don't know* your number, see your SSN card and/or ask your parent(s) and then come back here to apply. Only if you *don't have* a SSN can you email admissions@otc.edu and then you **MUST** come back here afterward to apply.

3. Terms and Conditions

- a. Read and agree to Ozarks Tech's terms.

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 out the FERPA form 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.**

Ozarks Technical Community College FERPA Consent

RELEASE OF STUDENT INFORMATION AUTHORIZATION

For additional information on FERPA:

<https://students.otc.edu/registrar/release-of-student-information>.

I hereby authorize Ozarks Technical Community College to release the educational records or information as indicated within the above link:

Please Note: Counseling Center and Services for Students with Disabilities records are considered medical records and are not covered under FERPA rules. A separate release form must be obtained from these departments.

Disciplinary Records (records include: redacted incident reports, conduct code or policy violations, incident and/or hearing date, conduct letters, sanctions issued, and if the sanctions were completed). *

☒ I do give consent ☐ I do not give consent

Official Academic Transcript (includes courses taken, dates of attendance, certificates and degrees awarded, cumulative grade point average (GPA), and honors earned. The transcript represents the student's permanent record at Ozarks Technical Community College). *

☒ I do give consent ☐ I do not give consent

Financial Aid Records (records include: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the application or financial aid file). *

☒ I do give consent ☐ I do not give consent

Admissions and Registration Records (records include: admission and registration information, schedule information, and residency information). *

☒ I do give consent ☐ I do not give consent

Instructor/Classroom Records (records include: attendance). *

☒ I do give consent ☐ I do not give consent

Student Account Records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other accounts receivable information contained in student account records). *

☒ I do give consent ☐ I do not give consent

Authorized Parent/Guardian First Name *

Authorized Parent/Guardian Last Name *

Provide a 4-digit PIN for FERPA security purposes *

☒ I agree to the above FERPA waiver *

Student Responsibility Page

1. Dropping Classes

a. Instructor Drop for Nonparticipation - **Students who do not submit coursework for 14 consecutive days are dropped from classes.** This results in a 'W' on the students' college transcript and the student is responsible for the full cost of the course. See more in the [administrative withdrawal policy](#).

b. Student Requested Drop – Students may request to drop a course via this DualEnroll software with school counselor permission only. If a student's schedule changes at their high school, it's the student's responsibility to drop their OTC course. Failure to drop appropriately creates an "F" grade on the student's college transcript. Students should review the OTC [Refund Schedule](#) and Academic Calendar to understand their options.*

☒ I have read and understand this policy ★

2. Follow OTC's Calendar for All OTC Classes

a. All OTC students follow OTC due dates and calendar, no matter their age, including registration dates, payment deadlines, and school closures. **Students are expected to submit assigned coursework in online classes, even when their high school is closed.**

☒ I have read and understand this policy ★

3. Identity Verification (Online Classes Only)

a. Students have to verify their identity in each online class, through the proctored event process. **Failure to complete this requirement results in a failing grade regardless of the student's current letter grade** as stated in [OTC Policy 2.21](#). View the Proctored Events at OTC Guide for proctored event options and steps. *

☒ I have read and understand this policy ★

4. Instructor Communication and Correspondence

a. Students must use their [OTC email address](#) or their [Canvas](#) course inbox for all **correspondence with instructors**, in accordance with [Federal FERPA regulations](#). Instructors are not permitted to respond to outside email addresses when discussing sensitive student information.

☒ I have read and understand this policy ★

Student Signature ★

- b. Read and click the 'I have read and understand this policy' box on each section. Digitally sign the form by typing your name in the 'student signature' box.

5. Parent Information

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

Parent or Guardian Contact Information

Parent Or Guardian Name:

Relationship:

Contact Preference:

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

Parent Or Guardian Cell Phone:

Verify Parent Or Guardian Cell Phone:

UPDATE

6. High School

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

7. Tuberculosis Screening

- Complete questions for the tuberculosis screening

Register for Course(s)

If you're a first-time student, you will be automatically directed to the Courses page after finishing the application portion of the enrollment process. If you're a returning student, log in and 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.** The term is listed under the course name.

Profile **Courses** Status

Wes Test | Help | Logout

Narrow your Search

BY TERM

> All Active Terms

BY PROGRAM

Select Program

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Now

☐ High School

☐ Online

☐ Regional Center

BY LOCATION

Select Location

Browse all courses or narrow the selections displayed using the search criteria
Remember that using multiple search criteria may eliminate all courses

College Now High School Online Course Regional Center

Course	Type	Subject	Title	College
ART-100	High School	ART	ART AND EXPERIENCE	Ozarks Technical Community College
ART-105	High School	ART	ART HISTORY II	Ozarks Technical Community College
BIO-100	High School	BIO	LIFE SCIENCE	Ozarks Technical Community College
BIO-135	High School	BIO	NUTRITION FOR LIVING	Ozarks Technical Community College
BUS-115	High School	BUS	PERSONAL FINANCE	Ozarks Technical Community College
COM-105	High School	COM	PUBLIC SPEAKING	Ozarks Technical Community College
ENG-101	High School	ENG	COMPOSITION I	Ozarks Technical Community College

OTC participates in **year-long scheduling**, meaning **all terms for the upcoming academic year are visible and available for enrollment**. Please ensure you are enrolling in the desired term.

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

Course Detail: COMPOSITION II

You are selecting courses for student Test Email. Click to return.

COURSE NUMBER: ENG-102

COURSE SUBJECT: ENG

CREDITS: 3.0

COLLEGE: Ozarks Technical Community College

DESCRIPTION: This course continues developing students' abilities to use research and writing to make informed and ethical arguments; effectively communicating these arguments to professional and expert audiences in a research-supported project. Moreover, the course further develops students' skills in critical and creative thinking to evaluate problems, interpret evidence/data, and draw conclusions. Emphasis is placed on honing skills of audience analysis, analytical reading, problem solving, research methods-including both primary and secondary research-and persuasive writing. Also, this course will acquaint students with patterns and conventions of multiple disciplinary communities. This writing process (thinking, researching, evaluating, and applying rhetorical strategy) prepares students for their academic and professional futures. (MOTR ENGL 200)

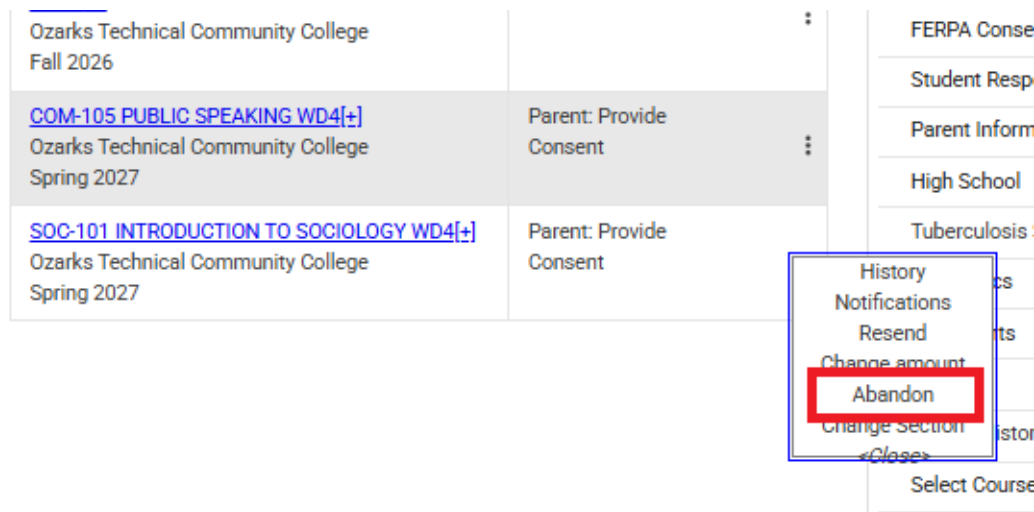
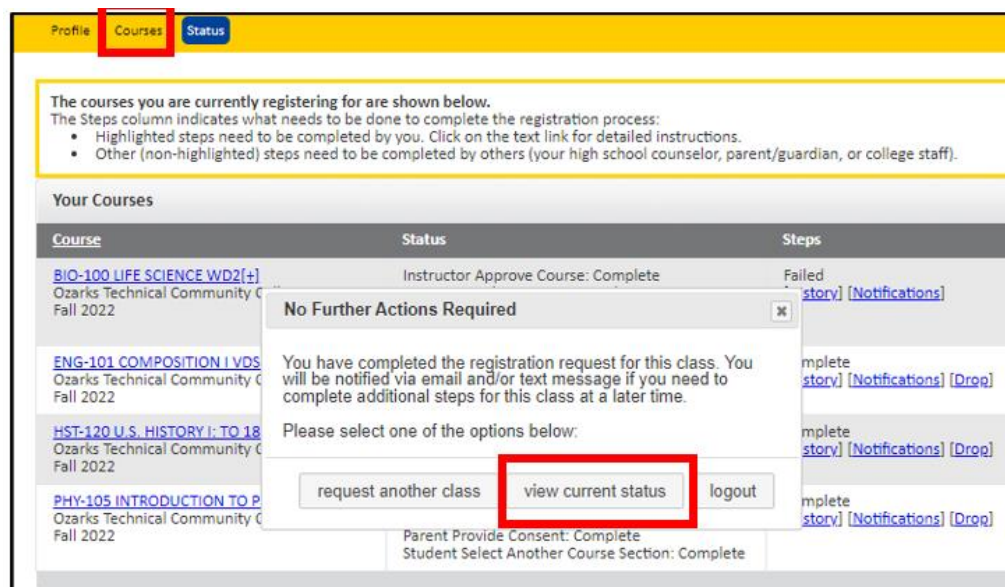
Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
WD5 Fall 2025	High School	KATHERINE CRAFT		(Fully Online)	08/18/25 - 12/12/25	Register ☐ Complete?
WD1 Fall 2025	High School	BRETT HOUSER		(Fully Online)	08/18/25 - 12/12/25	Register ☐ Complete?

Check Registration Status

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

Please note that if you have changed your mind about enrollments, you may abandon them before their completion by utilizing the ‘abandon’ button on this page.



Completed Registration

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.

Registration Changes

Students who wish to drop must do so using their DualEnroll ‘status’ page.

1. Students should navigate to the ‘status’ page and select the drop option for the course they wish to drop.
 - a. Course drops must be initiated by the student via DualEnroll, before the college’s withdraw deadline. Dual Credits students **cannot** use MyOTC to drop their course.
2. Once you have submitted your drop request the drop will go to your school counselor for approval before it can be processed. Please check with your counselor to ensure your drop is approved promptly.

Your Courses		
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 Student declined Course Section	Failed [History] [Notifications]
ENG-101 COMPOSITION I VDSRO[+] Ozarks Technical Community College Fall 2022	High School Approve Course: Complete Parent Provide Consent: Complete	Complete [History] [Notifications] [Drop]
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 [History] [Notifications] [Drop]
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 [History] [Notifications] [Drop]

Parent Consent:

Once the registration process is started, parents will receive an email and/or a text notification. 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

Parent: Provide Consent

Academic Responsibility

- 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 other college institutions about transfer policies.
- Additional information is available at <http://academics.otc.edu/dualcredit>.

Financial Responsibility

- Any student account balance not covered by the High School District is the student's and parent/legal guardian's responsibility.
- Payments are processed through DualEnroll or via the student's Nelnet Payment Portal within myOTC. OTC does not mail tuition bills.
- OTC will not receive or post payments made in DualEnroll for approximately 18 days. The 30 day refund process begins afterward.
- Payment must be made in full by the published deadline. Unpaid student accounts are prevented from registration and may be dropped from class(es).
- Outstanding student account balances may be assessed up to 35% in collection charges and may be reported to appropriate collection agencies and the Missouri Department of Revenue.
- If students are withdrawn from class(es) before classes begin, full refunds are processed for paid amounts only to the student. If students withdraw after classes begin, no refunds are provided.
- [Financial Responsibility Agreement](#)

I acknowledge that I have read the Financial Responsibility Agreement in its entirety, and I fully understand the obligation undertaken in regards to my registrations and resulting college balance.

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

2. Provide Payment Method

- a. Students attending a paid school district will not see payment information and can skip this step.
- b. 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. Parents who select 'Pay Later' must wait until the designated Dual Credit payment window for each term their student enrolls. There is no way to pay Dual Credit tuition until the designated payment windows if 'Pay Later' is selected.
 - ii. DualEnroll charges a convenience fee on all credit card transactions. *

SEYMOUR HIGH has indicated that you will be paying the fees associated with your registration in *PSY-110 INTRODUCTION TO PSYCHOLOGY* at Ozarks Technical Community College.

The fee is \$171.00.

If you choose to pay with Credit Card, a convenience fee of \$6.18 will be added, for a total charge of \$177.18.

If you choose to pay with eCheck there is no convenience fee.

Please choose a method of payment:

- ☒ Pay Now - Credit Card (includes a non-refundable convenience fee of 3.6%, which is a non-OTC fee)
- ☐ Pay Now - ECheck (no convenience fee!)
- ☐ Pay Later - Pay electronically via student's myOTC account.

Credit Card Payment

The amount that will be charged to your credit card account is \$177.18

Cardholder First Name:

Cardholder Last Name:

Credit Card Number:

Card Expiration Date:

CVV2:

Billing Address:

Billing City:

Billing State:

Billing Zip/Postal Code:

Billing Country:

Billing Phone:

Description: Tuition*Ozarks Tec



Note: this will appear on your credit card statement as a charge from Tuition*Ozarks Tec

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

3. Click COMPLETE STEP

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.

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 DualEnroll:

1. If you 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 Help Desk can resolve this.

Course Enrollment Status Key

Status	Explanation	Action Needed by
Pending: Student Review/Update of Application	Student must complete the Student Responsibility Page in DualEnroll for the application to move forward.	Student
Instructor: Approve Course	Final course approval for Dual Credit seated course enrollments.	Seated Course Instructor
Parent: Provide Consent	Form for parent consent and payment options; pay now or pay later in student's MyOTC account.	Parent
Parent: Provide Alternative Payment Information	Payment method originally provided in DualEnroll was declined. New payment information is needed. Otherwise, enrollment will be moved to the 'pay later' option and processed.	Parent
College: Review Admission Application	Student application was flagged for an incorrect name, birthdate, or social security number by the college. Student will be asked to provide verification of incorrect information to OTC's registrar.	Ozarks Tech/Student
Student: Select Another Course Section	The course section the student originally chose is full. Student must select another section. If no section is available, leave enrollment active so the Dual Credit team can try to find a seat for the student. Once a seat is available, OTC will automatically move the student to an available seat.	Ozarks Tech/Student
College: Review Registration Request	The student may have/need: Administrative hold (social security, birth date, finance hold), requisite waiver, or any other misc. software error.	Ozarks Tech
College: Approve Student	Student application was flagged for their age, or they did not qualify to participate in Dual Credit but their school counselor recommended them anyway.	Ozarks Tech
Abandoned	Final enrollment step indicating that the student's enrollment is no longer active. This can be initiated by the student, high school, or college at anytime before the enrollment has moved to the 'complete' step in DualEnroll.	N/A
Complete	Final enrollment step indicating that the student's enrollment is complete at the college.	N/A
Drop Complete	Final enrollment step indicating that the student's course drop has been processed at the college.	N/A
Failed	Final enrollment step indicating that the student's course was full at the college and the student is not enrolled, or their high school rejected their eligibility to participate in Dual Credit courses.	N/A
Repay Complete (re-payment)	Final step indicating that the enrollment was moved to the 'pay later' option as the original payment method was declined via DualEnroll.	N/A
Approver: Review Eligibility/Recommendation	Dual Credit Eligibility Form is incomplete.	Homeschool Approver
Approver: Approve Course	Homeschool students, only. Dual Credit course enrollments need final approval.	Homeschool Approver

Status	Explanation	Action Needed by
High School: Review Eligibility/Recommendation	Dual Credit Eligibility Form is incomplete.	High School Counselor
High School: Approve Course	Dual Credit course enrollments need final approval.	High School Counselor
High School: Approve Drop	Dual Credit course drop request needs district approval.	High School Counselor
High School: Resolve Student Not Enrolled	High school counselors declined student's final course approval as the student enrolled in the wrong course/section. School to confirm why the student enrollment was declined.	High School Counselor
Pending: Application Response	DualEnroll is importing your college application to our college student management system outside of DualEnroll. Your enrollment will not move to the next step until this step is complete. Typically, a 45-minute lag time.	DualEnroll Software Processing Step
Pending: Completion of Per Term Steps	Accompanies the High School Eligibility and Approver: Review Eligibility step.	DualEnroll Software Processing Step
Processing: Successful Registration	All student, parent, college, and high school steps are completed. DualEnroll is sending enrollment to Ozark Tech's college student management system outside of DualEnroll.	DualEnroll Software Processing Step
Dropping	DualEnroll is processing the student's course drop request.	DualEnroll Software Processing Step