

## 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.**

### 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

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

### 7. Tuberculosis Screening

- a. Complete questions for the tuberculosis screening.

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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. the term listed under the course name.**

- **Please note: OTC participates in year-long scheduling meaning all terms for the year will be visible and available for enrollment. Please ensure you are enrolling in the desired term.**

The screenshot shows the 'Courses' tab selected in the top navigation bar. Below the navigation bar, there are search filters for 'BY TERM' (set to '> All Active Terms') and 'BY PROGRAM' (set to 'Select Program'). A list of courses is displayed, including 'ART-100' and 'ART-105'. A detailed view for 'CONTEMPORARY MATHEMATICS' is shown, including course number (MTH-128), subject (MTH), credits (3.0), college (Ozarks Technical Community College), and a description. Below the description, an 'Available Sections' table lists sections for Fall 2022 with instructors and 'Register' buttons.

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
WD1 Fall 2022	📖	CINDY CUMMINS		(Fully Online)	08/22/22 - 12/16/22	Register
WD3 Fall 2022	📖	MELISSA WITTMER		(Fully Online)	08/22/22 - 12/16/22	Register
WD4 Fall 2022	📖	MELISSA WITTMER		(Fully Online)	08/22/22 - 12/16/22	Register

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'

The screenshot shows the 'Status' tab selected in the top navigation bar. A blue arrow points from the 'Status' tab to a detailed view of the registration status for 'BIO-100 LIFE SCIENCE WD2[+]'. The detailed view shows a list of steps and their status, with a 'No Further Actions Required' message.

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 [story] [Notifications]
ENG-101 COMPOSITION I VDSRQ[+] Ozarks Technical Community College Fall 2022	High School Approve Course: Complete Parent Provide Consent: Complete	Complete [story] [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 [story] [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 [story] [Notifications] [Drop]

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**tab** on the student dashboard. Click ‘view 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.



**Approver: Review Eligibility/Recommendation**

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.

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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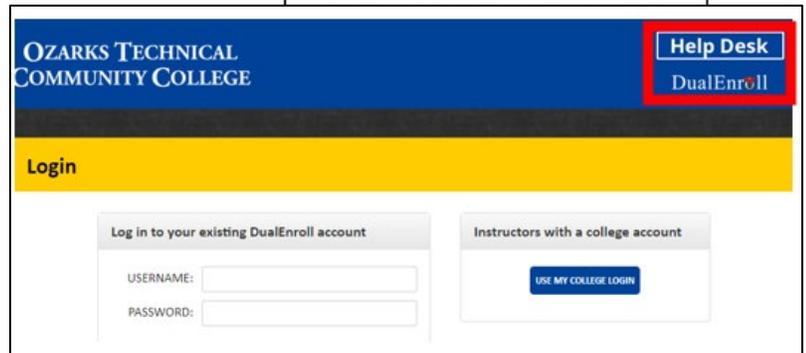
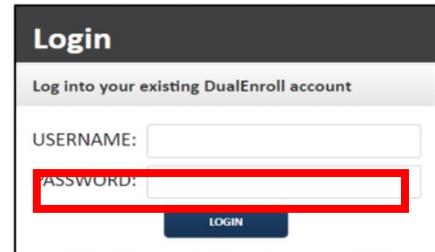
### Login and Account Creation Troubleshooting

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.



### 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

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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
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 <b>not</b> 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