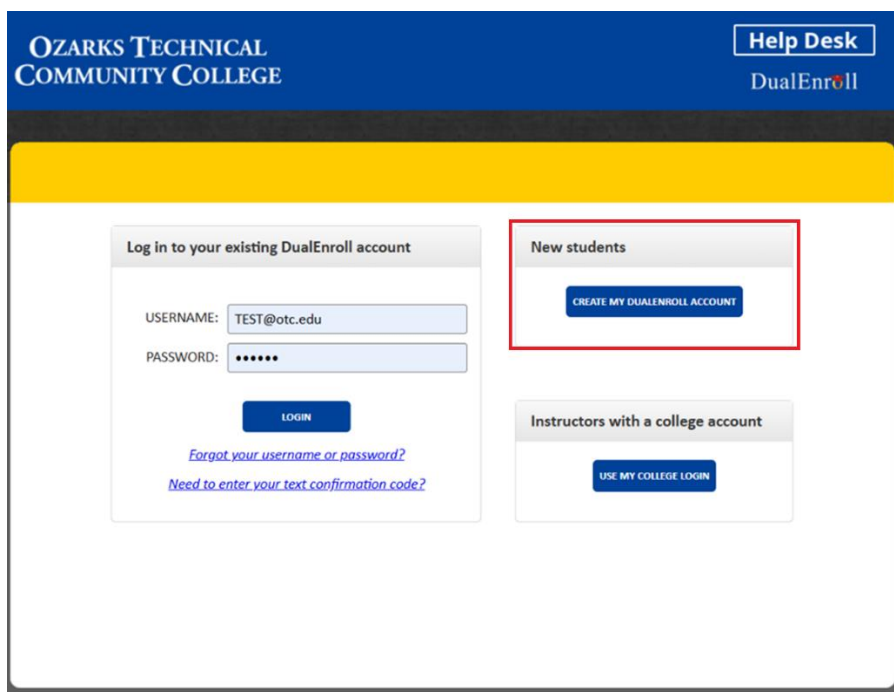


## DualEnroll Homeschool User Guide

Welcome to the dual enrollment program at Ozarks Technical Community College! Ozarks Tech provides a convenient online registration process using DualEnroll.com. Here’s how to register for your Ozarks Tech 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 10.](#)



Ozarks Tech 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

- 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 page 10.](#)

First Name *	Middle	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

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 \*

Street Address \*

City \*                      State \*    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.

**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 \*

**5. Parent Information**

- a. Enter parent contact preference and information.
- b. **NOTE:** 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 Approver Contact Information**

- a. Select ‘homeschool.’ Then, identify an “approver” for the dual credit eligibility step.

High School (change if incorrect)

Expected High School Graduation Date (or GED/HISET date)? \*

**Approver Contact Information**  
 Click on a name/email address to edit, 'Add' for new.

[Parent test](#)      [testparent@testdels.com](mailto:testparent@testdels.com)

- Account
- Student Address
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Tuberculosis Screening
- Academics
- Documents

**7. Tuberculosis Screening**

- a. Complete questions for the tuberculosis screening.

**Tuberculosis Screening**

Afghanistan, Algeria, Angola, Argentina, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Darussalam, Bulgaria, Burkina Faso, Burundi, Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, China, Colombia, Comoros, Cote d'Ivoire, Croatia, Democratic Republic of Congo, Djibouti, Dominican Republic, Ecuador, Egypt El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, Gabon, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Iraq, Japan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Laos, Latvia, Lesotho, Liberia, Libya, Lithuania, Macedonia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Navassa Island, Nepal, Nicaragua, Niger, Nigeria, Niue, North Korea, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Romania, Russia, Rwanda, Saint Vincent and the Grenadines, Sao Tome and Principe, Senegal, Serbia, Seychelles, Solomon Islands, Somalia, South Africa, South Korea, South Sudan, Spain, Sri Lanka, Sudan, Suriname, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Thailand, The Gambia, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, or Zimbabwe.

Were you born in, or during the past five years have you lived in any of the countries listed? \*

Have you had frequent or prolonged visits to one or more of the countries listed? \*

Do any of the following apply to you?

You have been in close contact with a person known or suspected to have active tuberculosis disease.

You have worked in a high-risk congregate setting (e.g. a correctional facility, a long-term care facility, a homeless shelter, etc.).

You have worked as a health care worker serving clients who are at increased risk for active tuberculosis.

You are or have abused drugs or alcohol.

You have a medical condition that weakens the immune system (e.g. HIV).

You are or have been experiencing symptoms of tuberculosis (e.g. fever, night sweats, cough and weight loss).

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.

## Register for Course(s)

One 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 detailed class description and available sections.**

- ***Please Note: Ozarks Tech participates in year-long scheduling meaning all terms for the year will be visible and available for enrollment. Please ensure your student is enrolled in the correct term.***

Once you've chosen a course, click the REGISTER button to start the 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		KATHERINE CRAFT		(Fully Online)	08/18/25 - 12/12/25	<input type="button" value="Register"/> <input type="checkbox"/> Complete?
WD1 Fall 2025		BRETT HOUSER		(Fully Online)	08/18/25 - 12/12/25	<input type="button" value="Register"/> <input type="checkbox"/> 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.

The courses you are currently registering for are shown below.  
The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

**Your Courses**

Course	Status	Steps
<a href="#">BIO-100 LIFE SCIENCE WD2[+]</a> Ozarks Technical Community College Fall 2022	Instructor Approve Course: Complete	Failed <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ENG-101 COMPOSITION I VDS</a> Ozarks Technical Community College Fall 2022	You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>
<a href="#">HST-120 U.S. HISTORY I: TO 18</a> Ozarks Technical Community College Fall 2022	Please select one of the options below:	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>
<a href="#">PHY-105 INTRODUCTION TO P</a> Ozarks Technical Community College Fall 2022	Parent Provide Consent: Complete Student Select Another Course Section: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>

**Your Courses**

Course	Status	Steps
<a href="#">BIO-100 LIFE SCIENCE WD2[+]</a> 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 <a href="#">[History]</a> <a href="#">[Notifications]</a>
<a href="#">ENG-101 COMPOSITION I VDSRO[+]</a> Ozarks Technical Community College Fall 2022	High School Approve Course: Complete Parent Provide Consent: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>
<a href="#">HST-120 U.S. HISTORY I: TO 1865 WD1[+]</a> Ozarks Technical Community College Fall 2022	High School Approve Course: Complete Parent Provide Consent: Complete	Complete <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>
<a href="#">PHY-105 INTRODUCTION TO PHYSICS WD3[+]</a> 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 <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Drop]</a>

## 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 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.

**Approver: Review Eligibility/Recommendation**

Students *must* meet each item under Requirements. If not, you must select "Don't Approve" below.

*Only if students meet the Requirements, can you make other selections from the first three radio buttons below. Only the Guidelines are recommendations.*

**Requirements:**

Age:

- Online & Live Virtual: Students must be 16 or older by the time OTC classes begin.

Residency:

- Students must currently live in the state of Missouri.

**Guidelines:**

- 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.

*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
Tucker J Carpenter	<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

Once your designated approver has click 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

**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

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 click 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 student and students attending classes outside a school-paid district will be required to pay electronically, per class. Parents can also select the ‘pay later’ option. The pay later option may appear as ‘Pay electronically vis Student’s MyOTC.’
  - i. A convience fee will be charged on all credit card transactions. **\*\*No fee for E-checks.**

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 \$177.00.

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.

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**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: 1 - January  2026

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.

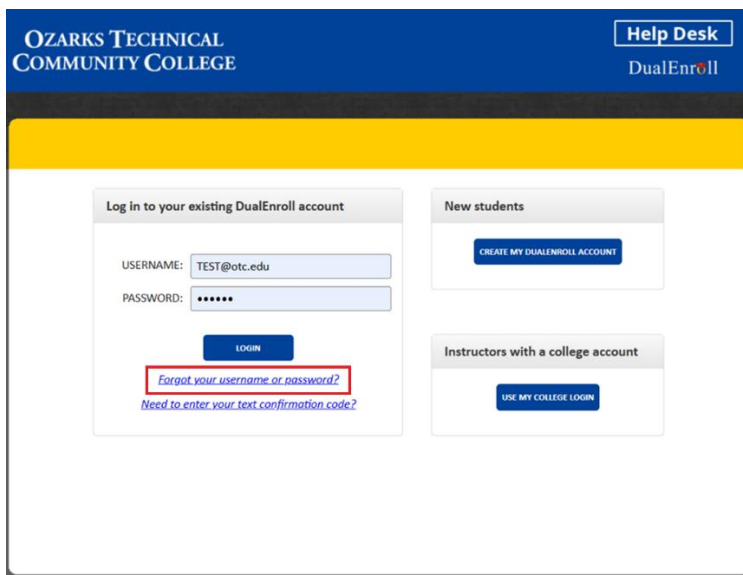
**COMPLETE STEP**

**3. Click COMPELTE STEP.**

**If your parent/approver is not receiving email notifications,** you can check/edit parent contact information by click 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 3 for a reminder on how to access parent information.

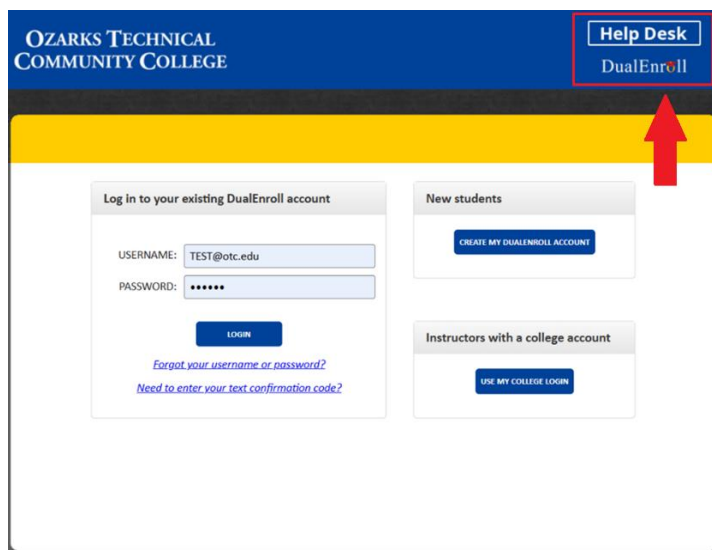
## Login and Account Creation Troubleshooting:

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 DualEnroll Help Desk:

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
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
Pending: Application Response	DualEnroll is importing your college application to our college student management system outside of DualEnroll.	DualEnroll Software Processing Step

Status	Explanation	Action Needed by
	Your enrollment will <b>not</b> move to the next step until this step is complete. Typically, a 45-minute lag time.	
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