

# OTC Advising Guidebook

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# *How do I log into MyOTC?*

## **MyOTC Features**

MyOTC is your 24/7 resource for accessing your student records, OTC email, online resources and much more.

## **Accessing MyOTC**

- Go to [www.otc.edu](http://www.otc.edu)
- Click on the 'MyOTC' link
- Click on the 'Login Help' link to determine your username and default password
- Enter your username and default password, as directed
- Create a new password

### **New Password Guidelines**

- Choose a password with a minimum of 8 characters
  - **Do not** use special characters such as @, \$, !, or #
  - **Do not** use any part of your first or last name
  - **Do not** use any part of a Social Security number or OTC ID number
  - Use at least one upper case letter
  - Use at least one lower case letter
  - Use at least one number (0-9)
- 
- Enroll with the Password Manager, as directed

## **OTC Computer Support**

Visit the [OTC Support Center](#).

## ***Who is my academic advisor?***

Once the semester starts, you will have an assigned academic advisor from within your program of study. Prior to registering for your second semester, you must file a Program Completion Plan which has been approved by your advisor.

### **Assigned Advisor Contact Information**

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'My Profile/Advisor' link to view contact information
- Click on the 'Email My Advisor' link to send an email

### **Faculty Advisor Availability**

Your assigned advisor will likely be a faculty member. Faculty advisors are unavailable when fall and spring classes are not in session. You should make contact with your faculty advisor while school is in session. Should you need advising assistance when your faculty advisor is not available, you will be seen by the professional academic advisors in Student Services on a walk-in basis.

### **Advising Responsibilities & Expectations**

<b>Student Responsibilities:</b>	<b>Advisor Responsibilities:</b>
<b>Accept responsibility</b> for academic performance and decisions.	<b>Provide guidance</b> , encouragement, and referrals to resources to empower students to meet their own goals.
<b>Understand</b> college programs, policies and procedures and deadlines.	<b>Listen</b> carefully.
<b>Clarify</b> personal values and goals.	<b>Maintain</b> confidentiality.
<b>Participate</b> proactively in the decision-making process.	<b>Provide</b> strategies and options.
<b>Communicate</b> with assigned advisor on a regular basis.	<b>Monitor</b> students' academic progress.
<b>Prepare</b> a list of questions and concerns before each advising meeting.	<b>Discuss</b> the relationship between academic preparation and the work world.
<b>Follow through</b> on suggested actions, resources, and/or referrals.	<b>Be accessible</b> by appointment, as needed.
<b>Maintain</b> a personal record of academic progress.	

### **Common Advising Questions**

Academic related questions should be directed to your academic advisor. This would include, but is not limited to the following:

- Degree Requirements
- Academic Resource Information
- Academic Probation
- Sophomore Seminar Permission
- Graduation Requirements

## ***What are the requirements for my degree?***

### **Block Diagram**

A [block diagram](#) will list the required classes for your degree, as well as a suggested sequence.

For course descriptions and prerequisite requirements, you may refer to the [OTC catalog](#).

### **Degree Audit**

Your degree audit is a report that states the requirements that you must complete in order to earn degree or certificate in a specific program. As you complete classes, your degree audit will show which requirements those classes have satisfied. It's important to view your degree audit before you register for classes each semester. This will help to keep you on track with your program.

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'Degree Audit' link
- Select your program of study and hit 'Submit'

## ***What do my test scores mean?***

If have not already taken college math or English, you were required to either submit ACT scores or take the COMPASS placement test. You may view your test scores online.

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'English/Math Placement Scores' link

To determine what your test scores mean, refer to the [placement score documents](#) online and follow the directions listed. Test scores are valid for 2 years from the date taken.

## ***How did my classes transfer to OTC?***

College transcripts are evaluated once all official copies have been received by OTC. Transfer credit will be noted on your degree audit.

## What is considered full-time at OTC?

**Full Time:** 12 or more credit hours

**Part-time:** 11 or fewer credit hours

### **Maximum Course Load:**

Fall/Spring – 18 credit hours

Late Start/Block/Summer – 10 credit hours

### **Homework Load**

As a general guideline, allow 2 hours of study time for every hour you spend in class each week.

*Example: If you enroll in 12 credit hours, expect to spend approximately 24 hours outside of class each week doing homework.*

## How do I plan out my classes?

### **E-Advisor**

You will use E-Advisor to plan future semesters through graduation. Your assigned advisor will also have access your E-Advisor Education Plan and must approve your entire plan prior to starting your second semester at OTC. When planning the classes you would like to take in the future, it is important that you reference the following items: Block Diagram, Placement Score Sheet, Catalog (to view course descriptions and prerequisites).

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'E-Advisor' link

If you tested into foundation math, reading and/or English classes that do not appear on your Block Diagram, you must manually add them to your E-Advisor Education Plan. To add, click on the 'Add to Education Plan' link.

### **E-Advisor**

#### [View Education Plan](#)

Review your planned courses.

#### [E-Advisor Planning Wizard](#)

This wizard uses your program evaluation to help plan the courses you need to complete your program.

#### [Add to Education Plan](#)

Create an E-Advisor worksheet or add to an existing E-Advisor worksheet by searching the catalog using your own criteria.

#### [Modify Education Plan](#)

Remove courses, change the terms or credits of courses on your worksheet.

#### [Degree Audit](#)

Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

#### [Register](#)

Register for selected courses on your E-Advisor Worksheet.

#### [E-Mail Advisor\(s\)](#)

Request feedback from your advisor(s).

#### [Advisor-approved Plan](#)

View the E-Advisor Plan approved by your advisor.

#### **E-Advisor Planning FAQs**

[What is an E-Advisor Planning Worksheet?](#)

[What's the difference between an E-Advisor Planning Worksheet and an E-Advisor Educational Plan?](#)

[How does the E-Advisor wizard work?](#)

[What if I have more than one program?](#)

[How does the Program Evaluation work?](#)

[Can I search the course catalog?](#)

[I know the course number - can I add it without searching the course catalog?](#)

[Why are there courses on my worksheet that I didn't plan?](#)

[Do courses for which I'm registered show on my worksheet?](#)

[How can I get additional help to use the E-Advisor tools?](#)

Confirm Program of Study by clicking on 'Submit'. If your program of study indicates 'CE.CEU', answer 'NO' on the dropdown menu and click 'Submit' and then choose the correct program.


## Program Confirmation

First, please confirm the program for which you are planning:  
ASSOCIATE OF ARTS (TRANSFER DEGREE).....Catalog: 2009 ACADEMIC CATALOG

---

Is this correct?

---



Add all classes with a course level below 100 (ex. ENG 040, ENG 050, RDG 040, MTH 040, MTH 050). If you are pursuing the AA or AAT and require MTH 110, add it at this time. Add these courses by entering the course subject and course number and then clicking 'Submit'. If you do not need to add Foundation Coursework, click on 'E-Advisor Planning Wizard'.

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[E-Advisor Home](#) | [Planning FAQ](#)

### Catalog Search and Add

Search results will include courses that meet ALL of the criteria you specify.

Subject	Course Level	Course Number
<input type="text" value="RDG-READING"/>	<input type="text" value="040"/>	<input type="text" value="040"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

---


Course Title Keyword(s)

Location

Instructional Method

Session Cycle

Yearly Cycle



Enter the semester you intend to take the courses you have added by using the drop down menu as indicated below and clicking on 'Submit'.


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[E-Advisor](#)

### Catalog Search Results

Narrow my search

Please select the courses you would like to add to your worksheet

Select Course(s)	Planned Term	Course Name and Title	Department	Credits	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>	09/SU SUMMER 2009	RDG-040 READING COMPREHENSION	READING	3.00			Fall/Spring	
	09/FA FALL 2009							
	10/SP SPRING 2010							
	10/SU SUMMER 2010							
	10/FA FALL 2010							
	11/SP SPRING 2011							
	11/SU SUMMER 2011							
	11/FA FALL 2011							
	12/SP SPRING 2012							
	12/SU SUMMER 2012							
	12/FA FALL 2012							
	13/SP SPRING 2013							



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Confirm placement of courses on the planning worksheet. If you need to add other foundation coursework, repeat this step by clicking on the blue 'Catalog Search and Add' link at the top of the page. When finished, click 'Ok' to initiate the planning wizard.

### E-Advisor Worksheet

[E-Advisor Planning Wizard](#)   [Catalog Search and Add](#)   [Modify](#)   [Register](#)   [E-mail Advisor\(s\)](#)

These are PLANNED courses for which you have NOT registered.

ASSOCIATE OF ARTS (TRANSFER DEGREE).....Catalog: 2009 ACADEMIC CATALOG

---

RDG-040 READING COMPREHENSION has been added to your worksheet.

Planned Term	Course Name and Title	Credits	Added By
Spring 2010	<a href="#">RDG-040 READING COMPREHENSION</a>	3.00	Student

---

OK

[Click here to go to the Planning Wizard](#) → [E-Advisor Planning Wizard](#)   [Catalog Search and Add](#)   [Modify](#)   [Register](#)   [E-mail Advisor\(s\)](#)

The planning wizard is a text representation of your block diagram and degree audit. To plan your courses, choose ONE requirement at a time by clicking in the box to the left.

### Choose a Requirement

Step 1: Choose one of the requirements listed below.

---

ASSOCIATE OF ARTS (TRANSFER DEGREE) (2009 ACADEMIC CATALOG)

---

Program Status: Requirement Not Started

---

Select ONE	Requirement	Exception	Status	Need to Plan
<input checked="" type="checkbox"/>	COMMUNICATION - 9 Credits Required		Requirement Not Started	Yes
<input type="checkbox"/>	MATHEMATICS - 3 Credits Required		Requirement Not Started	Yes
<input type="checkbox"/>	HUMANITIES- 6 Credits		Requirement Not Started	Yes
<input type="checkbox"/>	LIFETIME WELLNESS - 2 Credits		Requirement Not Started	Yes
<input type="checkbox"/>	SOCIAL SCIENCES - 9 Credits Required		Requirement Not Started	Yes
<input type="checkbox"/>	PERSONAL COMPUTER APPLICATIONS - 3 Credits		Requirement Not Started	Yes
<input type="checkbox"/>	SCIENCE - 8 Credits Required		Requirement Not Started	Yes
<input type="checkbox"/>	SOPHOMORE SEMINAR - 3 Credits		Requirement Not Started	Yes
<input type="checkbox"/>	GENERAL ELECTIVES - 19 Credits Required		Requirement Not Started	Yes

→ SUBMIT

Choose the course you would like to plan.

Select ONE	Component	Exception	Status	Need to Plan
<input checked="" type="checkbox"/>	Group 1: TAKE ENG-101 AND COM-105		Requirement Not Started	Yes
<input type="checkbox"/>	Group 2: TAKE ENG-102 OR ENG-150		Requirement Not Started	Yes

→ SUBMIT

Click on the drop down menu to choose the semester you intend to take this course. To see prerequisites and course descriptions, click on the blue hyperlinked course title. Then click 'Submit'.

Narrow my search

*Use the drop down menu to select the term*

*Click on the link to view prerequisites*

Select	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>		<a href="#">COM-105 PUBLIC SPEAKING</a>	COMMUNICATION	3.00		Undergraduate Level			Fall/Spring	
<input checked="" type="checkbox"/>		<a href="#">ENG-101 COMPOSITION I (has prerequisites)</a>	ENGLISH	3.00		Undergraduate Level			Fall/Spring	

**SUBMIT**

Your worksheet additions will now be confirmed by the planning wizard. To continue planning, click 'OK' at the bottom of the screen. To finish your planning session, click 'E-Advisor Home' at the top of the screen.

MAIN MENU | STUDENTS MENU | HELP | CONTACT US | PRINT

[E-Advisor Home](#) | [Planning FAQ](#)

**CURRENT STUDENTS**

## E-Advisor Worksheet

[E-Advisor Planning Wizard](#) | 
 [Catalog Search and Add](#) | 
 [Modify](#) | 
 [Register](#) | 
 [E-mail Advisor\(s\)](#)

These are PLANNED courses for which you have NOT registered.

ASSOCIATE OF ARTS (TRANSFER DEGREE).....Catalog: 2009 ACADEMIC CATALOG

MUS-101 MUSIC OF THE WORLD has been added to your worksheet.

Planned Term	Course Name and Title	Credits	Added By
FALL 2009	<a href="#">CIS-101 PERSONAL COMPUTER APPLICATION</a>	3.00	Student
FALL 2009	<a href="#">HST-120 DISCOVERY TO RECONSTRUCTION</a>	3.00	Student
FALL 2009	<a href="#">MTH-110 INTERMEDIATE ALGEBRA (has prerequisites)</a>	3.00	Student
FALL 2009	<a href="#">RDG-040 READING COMPREHENSION</a>	3.00	Student
SPRING 2010	<a href="#">ASL-101 AMERICAN SIGN LANGUAGE I</a>	3.00	Student
SPRING 2010	<a href="#">ENG-101 COMPOSITION I (has prerequisites)</a>	3.00	Student
SPRING 2010	<a href="#">HST-130 RECONSTRUCTION TO THE PRESENT</a>	3.00	Student
SPRING 2010	<a href="#">MTH-130 COLLEGE ALGEBRA (has prerequisites)</a>	3.00	Student
SUMMER 2010	<a href="#">COM-105 PUBLIC SPEAKING</a>	3.00	Student
SUMMER 2010	<a href="#">MUS-101 MUSIC OF THE WORLD</a>	3.00	Student

*Do not click here. It will keep returning you to the planning wizard.*

**OK**

If you need to change semesters or remove courses from your worksheet, click on 'Modify Education Plan'.

## E-Advisor

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[How does the E-Advisor wizard work?](#)

[What if I have more than one program?](#)

[How does the Program Evaluation work?](#)

[Can I search the course catalog?](#)

[I know the course number - can I add it without searching the course catalog?](#)

[Why are there courses on my worksheet that I didn't plan?](#)

[Do courses for which I'm registered show on my worksheet?](#)

[How can I get additional help to use the E-Advisor tools?](#)

Change the 'Planned Term' by using the drop down menu OR click 'Remove' to the left of the course and then click 'Submit'.

Remove	Planned Term	Course Name and Title	Credits	Added By
<input type="checkbox"/>	FALL 2009	<a href="#">CIS-101 PERSONAL COMPUTER APPLICATION</a>	3.00	Student
<input type="checkbox"/>	FALL 2009	<a href="#">HST-120 DISCOVERY TO RECONSTRUCTION</a>	3.00	Student
<input type="checkbox"/>	FALL 2009	<a href="#">MTH-110 INTERMEDIATE ALGEBRA (has prerequisites)</a>	3.00	Student
<input type="checkbox"/>	FALL 2009	<a href="#">RDG-040 READING COMPREHENSION</a>	3.00	Student
<input type="checkbox"/>	SPRING 2010	<a href="#">ASL-101 AMERICAN SIGN LANGUAGE I</a>	3.00	Student
<input type="checkbox"/>	SPRING 2010	<a href="#">ENG-101 COMPOSITION I (has prerequisites)</a>	3.00	Student
<input type="checkbox"/>	SPRING 2010	<a href="#">HST-130 RECONSTRUCTION TO THE PRESENT</a>	3.00	Student
<input type="checkbox"/>	SPRING 2010	<a href="#">MTH-130 COLLEGE ALGEBRA (has prerequisites)</a>	3.00	Student
<input type="checkbox"/>	SUMMER 2010	<a href="#">COM-105 PUBLIC SPEAKING</a>	3.00	Student
<input checked="" type="checkbox"/>	SUMMER 2010	<a href="#">MUS-101 MUSIC OF THE WORLD</a>	3.00	Student



If you need help at any time, click on the 'E-Advisor Planning FAQs' on the E-Advisor Home page.

## E-Advisor

### [View Education Plan](#)

Review your planned courses.

### [E-Advisor Planning Wizard](#)

This wizard uses your program evaluation to help plan the courses you need to complete your program.

### [Add to Education Plan](#)

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### [E-Advisor Planning FAQs](#)

[What is an E-Advisor Planning Worksheet?](#)

[What's the difference between an E-Advisor Planning Worksheet and an E-Advisor Educational Plan?](#)

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[Do courses for which I'm registered show on my worksheet?](#)

[How can I get additional help to use the E-Advisor tools?](#)

## ***How do I check on my financial aid?***

Once your FAFSA has been received by OTC, you may check the status online.

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'Financial aid status by term' link

If you wish to email the Financial Aid Office, it must be sent from your OTC email account. Send to [financialaid@otc.edu](mailto:financialaid@otc.edu).

## ***When is my payment deadline?***

By registering for classes, you accept responsibility for payment of all tuition and fees due the college. You must make tuition payment arrangements by the final fee payment deadline to complete class registration.

### **MyPay MyWay**

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'Payment Information' link to view payment deadlines
- Click on the 'My Payment Plan' link to enroll in a payment plan
- Click on the 'QuikPay' link to pay in full

## ***How do I access the course schedule?***

### **OTC Homepage**

- Go to [www.otc.edu](http://www.otc.edu)
- Click on the 'Class Schedules' link

### **MyOTC**

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'Search for Sections' link

## *How & when do I register for classes?*

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'When can I register for....?' link to view when registration starts
- Click on the 'Register for Sections' link to search the schedule and register for classes
- Click on the 'Register and Drop Sections' link to drop a class

### Online Registration

- Click on the 'Search and register for sections' link

- Select desired course for registration and click 'Submit' at the bottom of the page

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits
<input checked="" type="checkbox"/>	FALL 2009	Open	<a href="#">ENG-101-101 (0061239) COMPOSITION I</a>	MAIN CAMPUS SPFLD	08/20/2009-12/19/2009 LECTURE Monday, Wednesday, Friday 07:00AM - 07:50AM, NORMAN K. MYERS, Room 117	W. FREEMAN	11 / 24	3.00
<input type="checkbox"/>	FALL 2009	Open	<a href="#">ENG-101-102 (0061240) COMPOSITION I</a>	MAIN CAMPUS SPFLD	08/20/2009-12/19/2009 LECTURE Monday, Wednesday, Friday 07:00AM - 07:50AM, NORMAN K. MYERS, Room 120	PULLEY MICHAEL	20 / 24	3.00

- Choose 'Register' from the dropdown menu and then click 'Submit' at the bottom of the page

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>			You are not currently registered for any sections.				

- Confirm registration and click 'OK' to view your schedule and billing information

### Registration Results

The following request(s) have been processed:

*Confirmation that you have successfully registered in the course*

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FALL 2009	Successfully Registered		<a href="#">ENG-101-103 (0061241) COMPOSITION I</a>	MAIN CAMPUS SPFLD	08/20/2009-12/16/2009 LECTURE Monday, Wednesday, Friday 08:00AM-08:50AM, NORMAN K. MYERS, Room 117	D. NICKELL		

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently registered for any sections.					

Ozarks Technical Community College

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		( )					

## ***How do I access online classes?***

Online classes at OTC are delivered through Blackboard. Seated classes also utilize Blackboard, so it's important that you are familiar with the site, even if you are not taking online classes.

### **Tips for Being a Successful Online Student**

Refer to the [OTC Online webpage](#) for helpful information, including [minimum computer requirements](#) and a [Blackboard tutorial video](#).

## ***What about books?***

After you register for classes, you may view your booklist and reserve textbooks online.

### **Bookstore Information**

- Log into MyOTC
- Click on the 'Access OTC' tab
- Click on the 'My Booklist' link to view required textbooks and prices
- Click on the 'Textbook Reservation' link to reserve your textbooks

## ***How to do I get my OTC SmartCard?***

All students are required to obtain a SmartCard. Refer to the OTC website for information on how to get your [no-photo SmartCard and FAQ's](#).

## ***Important Dates***

[Academic Calendar](#)

[Payment Deadlines](#)

[Financial Aid Priority Deadlines](#)

## ***Important Phone Numbers***

### **A+**

447-6931

### **Advisor Assignments**

447-6900

### **Allied Health Admissions**

447-8801

### **Articulated Credit**

447-8211

### **Career Employment Services**

447-6964

### **Cashier's Office**

447-4827

### **Child Care**

447-8130

### **Counseling—Career & Personal**

447-6974

### **Disability Support Services**

447-8189—Springfield

447-7762—Richwood Valley

### **MyPay MyWay**

447-4827—Springfield

### **Enrollment Verification**

447-6900—Springfield

447-7730—Richwood Valley

447-8930—Lebanon

447-8920—Branson

447-6631—Waynesville

### **Exit Testing**

447-8187

### **Financial Aid**

447-6900

### **Graduation**

447-6900

### **Library**

447-8185—Springfield

447-7756—Richwood Valley

### **MyOTC**

447-7548

### **Non-Credit Courses**

447-8888

### **Online Courses**

447-8198

### **Parking**

447-6911—Springfield

447-7861—Richwood Valley

### **Placement Testing**

447-8187—Springfield

447-7730—Richwood Valley

447-8930—Lebanon

447-8920—Branson

447-6631—Waynesville

### **Proctored Testing**

447-8187—Springfield

447-7762—Richwood Valley

### **Registration**

447-6900

### **Safety and Security**

447-6911—Springfield

447-7861—Richwood Valley

### **Scholarships**

447-6900

### **Textbooks**

447-6620

### **Transcripts**

447-6900

### **Tutoring**

447-8164—Springfield

447-7762—Richwood Valley

447-8930—Lebanon

447-8920—Branson

447-6631—Waynesville

### **Veteran's Affairs**

447-6968

### **Work Study**

447-6900

# OTC Resources

## Bookstore

The OTC Bookstore, located on the northeast corner of Sherman Avenue and Brower Street, provides new and used textbooks, academically priced software, reference books and materials, supplies, imprinted clothing and gift items, and convenience items.

*For more information, please call 417-447-6620.*

## Career Employment Services

Career Employment Services, located in ICW Room 219, assists currently enrolled OTC students and graduates in need of career or student employment services.

*For more information, please call 417-447-6964.*

## Counseling Services

Counseling Services, located in ICW Room 219, assists students and prospective students with career decision-making and personal issues through comprehensive, free and confidential counseling.

- *Springfield Campus, ICW; 417-447-6974*
- *Richwood Valley Campus, LSC 122H; 417-447-7733*

## Disability Support Services

Disability Support Services can arrange accommodation services or other assistance for students with disabilities covered by the American with Disabilities Act.

- *Springfield Campus: ICE 124; 447-8189 or TDD 417-447-8188*
- *Richwood Valley Campus: LSC 206; 417-447-7762*

## Early Childhood Center

The OTC Early Childhood Education Center, located at 910 N Hampton, is a not-for-profit organization licensed by the State of Missouri Department of Health and Senior Services, Bureau of Child Care, for children ages 2-5.

*For more information, please call 417-447-8130.*

## First Generation College Student Group

The First Generation College Student Group is an organization supporting students who are the first generation of their family to attend college. *For more information, please call 417-447-8212.*

## Fitness Center

The Fitness Center, located in ICW Room 115, is free to OTC students. *For more information, please call 417-447-8805.*

## Learning Resource Center (LRC)

The LRC contains everything from books and magazines to media equipment and on-line databases. For off-campus access to LRC resources, login at MyOTC and click on the Resources tab.

- *Springfield Campus: IC; 417-447-8185*
- *Richwood Valley Campus: LSC 203; 417-447-7756*
- *Outreach Librarian: 417-447-8713*

## Open Computer Lab

Open computer labs are available for OTC students to do homework or research, generate print output, and to practice using software applications commonly found in the workplace.

- *Springfield Campus: ICE 223A*
- *Richwood Valley Campus: LSC 216*
- *Lebanon Education Center: LEC 107*
- *Branson Education Center: BEC 122*
- *Waynesville Education Center: WEC 100*

*Please call 417-447-7548 for hours of operation and additional information.*

## Speckman Tutoring & Learning Center (TLC)

The Speckman Tutoring and Learning Center, located in ICE 212, provides academic assistance and tutoring to OTC students at the developmental and college course levels. *For more information, stop by the TLC or call 417-447-8164.*

*Tutoring is also provided at other OTC locations.*

- *Richwood Valley Campus: LSC 206; 417-447-7762*
- *Lebanon Education Center: 417-447-8930*
- *Branson Education Center: 417-447-8290*
- *Waynesville Education Center: 417-447-6631*

## Speech Communication Center

The Speech Communication Center, located in ICE Room 200, can videotape your speech and review it or just offer you one-on-one help in your Communication course. *For more information, stop by or call 417-447-8932.*

## Student Help Desk

The Student Help Desk, located in the Information Commons building in front of the main switchboard, is staffed by student workers and primarily services other students with technology issues. *For more information, email [helpdesk@otc.edu](mailto:helpdesk@otc.edu) or call 447-7548.*

## Testing Services

Testing Services provides placement testing, exit testing and proctored testing for make-up exams and students taking online classes.

- *Springfield Campus: ICE 123A; 417-447-8187*
- *Richwood Valley Campus: LSC 206; 417-447-7762*
- *Lebanon Education Center: 417-447-8930*
- *Branson Education Center: 417-447-8290*
- *Waynesville Education Center: 417-447-6631*

## Transfer Resources

Representatives from Missouri State University and Drury University staff a Transfer Help Desk, located in ICE on the first floor of Student Services

## Writing Center

The Writing Center, located in ICE 200, offers free help with any step in the writing process, as well as reference books to help you with citing your sources. *For more information, stop by or call 417-447-8235.*